



**UNIVERSITY OF DAYTON
OFFICE OF HUMAN RESOURCES**

**TUITION REMISSION APPLICATION
FOR
EMPLOYEE**

<input type="checkbox"/>	<input type="checkbox"/>		
Undergraduate	Graduate	Term	Academic Year

As an eligible employee, I request tuition remission as indicated above.

Employee Name

Employee Identification #

Total Scheduled Credit Hours This Term

EMPLOYEE please note: Employees are eligible immediately upon hire for 100% remission of tuition for both undergraduate and graduate courses up to 18 credit hours per academic year, including no more than 6 credit hours in each of the Fall and Spring semesters.

The value of graduate tuition remission in excess of \$5,250 per calendar year may be considered taxable income by the IRS. If the graduate degree is a specified job requirement of your current position at the University of Dayton, the amount may not be taxable. If you receive graduate tuition remission in any calendar year you will receive a Form 1098-T from the Office of the Bursar the following January. This form will reflect the value of the graduate tuition remission that you received during the previous calendar year along with any other financial aid that you may have received during the year. Please consult a tax advisor to determine the taxability of this benefit.

Please return completed form to Human Resources, St. Mary's Hall Room 118, zip +1614.

Date

Employee Signature

VERIFICATION OF EMPLOYMENT

Date

Office of Human Resources

Account #91590

Sub Account

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