



**Employee Tuition Remission Form**

Benefit program guidelines and eligibility rules can be found at:

<https://www.stevens.edu/directory/division-human-resources/additional-benefits#tuition>

Application Date: \_\_\_\_\_

Semester: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Employee ID: \_\_\_\_\_

**Tuition Remission is for:**

- Employee: Major / Program: \_\_\_\_\_  
Course Number(s) (maximum is 2 courses per semester): \_\_\_\_\_  
Number of Credits (maximum is 6 credits per semester): \_\_\_\_\_

Please explain how these courses are relevant to your current position:

Dependent Child: Name of Dependent: \_\_\_\_\_

Spouse: Name of Spouse: \_\_\_\_\_

**Enrollment Status (*Please circle one that applies*):** Graduate Undergraduate Non-Matriculating

**PLEASE READ AND ACKNOWLEDGE:**

**If the tuition remission request is for the employee's dependent child:**

In signing this document, I certify that the dependent meets the IRS definition of a qualifying dependent. For more information, please visit: [https://apps.irs.gov/app/vita/content/globalmedia/4491\\_dependency\\_exemptions.pdf](https://apps.irs.gov/app/vita/content/globalmedia/4491_dependency_exemptions.pdf)

**Tax implications of the tuition remission benefit and imputed income:**

In signing this document, I acknowledge:

- I understand this benefit could result in imputed income which will be added to my earnings and could result in an increase in taxes deducted from my paycheck. Imputed income will be added to my earnings the pay date following the academic add/drop date.
- I understand, if I am an employee using this benefit for myself, the final determination as to whether these classes are work-related, and thus exempt from taxes, is made by the Division of Human Resources. If the classes are determined not work-related, the first \$5,250 is exempt from taxes. Please visit this site for more information: <https://www.irs.gov/newsroom/tax-benefits-for-education-information-center>

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date of Signature



Department of Human Resources

Tel 201 216 5122 Fax 201 216 8029

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**For Stevens Administration Use:**

For the Division of Human Resources:

Eligible for Remission:            YES        NO

Matriculated Classes:            YES        NO

Classes are Work- Related:        YES        NO

80111 Faculty & Staff Benefit

80112 Faculty & Staff Dependent

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Human Resources Signature

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Date