

## INSTRUCTIONS FOR FULL-TIME NYU ABU DHABI TUITION REMISSION APPLICATION FORM FOR EMPLOYEES AND FAMILY

**Exclusions:** The benefit does not extend to temporary employees, visiting faculty or fellows, post-doctoral researchers, part-time employees or those in object codes other than 100, 102, 103, 104, 106, or 107.

*This form is to be used to apply for NYUAD tuition remission by all eligible and eligible former New York University employees for Abu Dhabi and their spouses, eligible non spouses or children. Former employees and their spouses, eligible non spouses or children may be eligible to use this benefit if the former employee is deceased or left the University due total and permanent disability - consult the Tuition Remission policy details on the Human Resources Web site at <http://nyuad.nyu.edu/intranet/>*

### 1. Read the Tuition Remission policy

To view or print a copy of the current tuition remission policy, go to the Abu Dhabi Human Resources Web site at <http://nyuad.nyu.edu/intranet/>

If you do not have access to the internet contact the NYU Abu Dhabi Human Resources Benefits Office to see the policy

### 2. Complete the form and obtain approvals

### 3. Submit your Tuition Remission Application to the Abu Dhabi HR Benefits office for processing after registering.

#### **Documents You May Be Required To Provide With This Form**

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| <ul style="list-style-type: none"><li>- <b>Proof of relationship is required</b> (e.g., marriage certificate, birth certificate showing name of parent and child, adoption papers, domestic partner registration and affidavit). Relationship documents must be presented to the NYU AD Human Resources Division, Benefits Office , prior to or at the time approval of this application is requested.</li><br/><li>- You may be required to provide <b>proof of dependency</b> such as a tax return if the tuition remission application is for a child.</li><br/><li>- If you are applying for tuition benefits under <b>special student status</b>, you must submit a letter from the school you will be attending with the Tuition Remission Application. The letter must verify that the courses being taken are required prerequisites for matriculation in the degree program or that matriculation is pending due to an incomplete application..</li></ul> | <ul style="list-style-type: none"><li>- If you are a <b>Visiting Summer Student</b> (only for dependent children) you must include a letter from the school in which you are matriculated, indicating that the specific courses on this application will be accepted towards the completion of your undergraduate degree.</li></ul> <p style="margin-top: 20px;"><i>Note: You are only eligible to use tuition remission as a visiting (non-matriculated) student during the summer</i></p> |
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**The tuition remission policies and forms are available on the Human Resources Web site at  
<http://nyuad.nyu.edu/intranet/>**

### Affidavit to Confirm Eligibility for Dependent Child Tuition Remission

1. Is your child a biological or legally adopted son, daughter, stepson, or stepdaughter, or a child placed with you by an authorized foster placement agency or by a judgment, decree, or order issued by a court of competent jurisdiction?  
☐ **Yes**                      ☐ **No**
2. Has your child lived with you or your spouse/domestic partner for more than one half of the taxable year? (A child who is a full-time student during each of five calendar months during the tax year and living on campus is deemed to have "lived" with you provided the child student is financially dependent upon you.)  
☐ **Yes**                      ☐ **No**
3. Have you provided over one-half of financial support for your child for the taxable year? (This support can include your financial obligation to pay for tuition and other expenses related to your child's higher education.)  
☐ **Yes**                      ☐ **No**
4. Is your child age 23 or younger at the end of the calendar year (December 31<sup>st</sup>) term for which you are applying for tuition remission?  
☐ **Yes**                      ☐ **No**
5. Your child has not filed a joint return with his or her spouse for the relevant taxable year (other than a claim for a refund).  
☐ **Yes**                      ☐ **No**

TUITION REMISSION APPLICATION FORM FOR  
EMPLOYEES AND FAMILY

Administrative/Professional (100), Faculty (102),Clerical (106),

Student - Last Name	Student-First Name	MI	Student ID#	Date of Birth
NYU Employee - Last Name	NYU Employee - First Name	MI	Employee ID#	Object Code
	Self Child Spouse/Eligible Non Spouse			
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

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**Check one:**  
☐ Currently matriculated for an NYU degree; indicate school \_\_\_\_\_  
Anticipated degree ☐ AAS/AA ☐ BS/BA/BFA ☐ MS/MBA/MA ☐ PhD ☐ other (specify) \_\_\_\_\_  
☐ Prospective NYU student, (not matriculated yet) in which NYU school have you applied? \_\_\_\_\_  
☐ Visiting summer student (dependent child only), a letter from school in which student is matriculated must be attached

In which NYU school will courses be taken? _____		Year: 20__ __	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
Course #	Course Title	Day(s)Time Start	Day(s) Time-End	*Credits

**Total Credits/\* TR Equivalent Points:** \_\_\_\_\_  
*I have read the attached instructions and the tuition remission policy on the HR Web site. I attest that I am eligible to use tuition remission for the courses noted. I agree that if it subsequently should be found that I am not eligible for the remission involved, I will pay the full tuition and fees.*

Student Signature	Date
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Signature of Human Resources Division (3rd Floor NYUAD)

Employees Object Code:

☐ Admin (100) ☐ Clerical (106) ☐ Faculty (102)

The tuition should be charged to the following chartfield:

Account					Fund		Org					Program				Project				
2	3	5	8	0	1	0	0	0	0	0	1	B	0	0	F	A				

To Be Completed by Bursar's Office (25 West 4th Street, 1fl)

(Collect 20% tuition on authorized "X" courses, allow 80% remission)							Pay Cycle	
Item Type	P.S Year/Term	Chartfield Account	Fund	Org	School	Amount	B1	
							M1	
							W1	