

Graduate Level Course
Job Related Designation Form

This form is to be completed by part-time faculty and staff only and signed by your supervisor before submission to Human Resources Management.

Instructions

This form allows your supervisor to designate, based on course content and job responsibilities, that the course(s) taken is job related and should be excluded from taxation. The following guidelines must be followed:

1. Any course that allows the employee to meet minimum job requirement for his/her **current job** as supported by his/her job description is to be considered job related.
2. Any course that maintains or improves the skills required by the employee's **current job** as supported by his/her job description is to be considered job related.

Based on IRS regulations, the supervisor must review *each* course to determine if a course is job related. If the supervisor determines that a course **is job related**, he/she must sign to the right of *each job related* course listed above. If the course **is not job related**, he/she should not sign next to that particular course.

Name: _____ NUID: _____

Department: _____ Phone Number: _____ Campus Location: _____

Supervisor: _____ Supervisor's Title: _____

Course No.	Course Name	Academic Term	Credit Hrs.	Supervisor Signature (if job related)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please make certain that you read and sign the statement of understanding.

Statement of Employee Understanding

I understand that the graduate level course(s) my supervisor has designated as job related is subject to review by the Internal Revenue Service. As an employee and under the current tax legislation, I am allowed a tax exemption on all job related courses. If the course(s) so designated is found not to be job related, the value of my tuition remission amount will be considered taxable income for which I may owe income taxes, FICA payments, and/or late fees, interest and civil fines. I also certify that I have read the Tuition Waiver Program Guidelines.

Employee's Signature

Date

Forms will be reviewed for completeness and eligibility. You will be notified if any additional information is needed. Mail completed form to **Human Resources Management, 250 Columbus Place** or fax to **617-373-7610** along with your completed Tuition Waiver Form. All waivers must be received by HRM within 30 days of the course start date.