



Northeastern University

Human Resources Management

GRADUATE LEVEL COURSE JOB RELATED DESIGNATION FORM

Refer to instructions on bottom before completing the form.
Please print all information.

Name _____ NU ID _____

Department _____ Campus Extension _____ Campus Mailstop _____

Title _____ Dept. Head _____

Course No.	Course Name	Academic Term	Credit Hrs.	Dept. Head Approval
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Based on the IRS regulations, your Department Head must review **each** course to determine if a course is job related. If your Department Head determines 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.

INSTRUCTIONS FOR COMPLETION OF JOB RELATED DESIGNATION FORM

This form is to be used by the department head to designate, based on course content and job responsibilities, that the course(s) taken is job related and should be excluded from taxation. ***Any course that qualifies the employee for new employment should not be considered job related.***

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 Position Content Document (PCD) 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 PCD is to be considered job related.

After your Department Head has signed this determination, the form must be returned to the **Human Resources Management Office, 250 Columbus Place or faxed to 617-373-7610** along with your completed Tuition Waiver Form. The form will be forwarded directly to the Billing and Receivables Office. The Billing and Receivables Office will adjust the value of the tuition remission.

PLEASE MAKE CERTAIN THAT YOU READ AND SIGN THE STATEMENT OF UNDERSTANDING

STATEMENT OF UNDERSTANDING

I understand that the graduate level course(s) my Department Head has designated as job related are 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.

Employee's Signature

Date