



Northeastern University

Human Resources Management

TUITION WAIVER FORM

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

SECTION 1

Academic Term: _____ Academic Year _____ Eligibility Status _____
(Fall, Winter, Spring, Summer 1 or Summer 2)*
*Terms with multiple sessions are considered one academic term for tuition waiver purposes
e.g., summer sessions I and II are considered one academic term.

SECTION 2

Student's Name _____ Student's NU ID _____
Employee's Name (if different from Student's) _____ Employee's NU ID _____
Dept. _____ Campus Location _____ Campus Extension _____ Supervisor's Name _____

SECTION 3 Indicate the applicable school or program:

____ Undergraduate Day Program ____ Part-time Engineering ____ Law School
____ *Doctoral Candidate ____ *Graduate School
____ College of Professional Studies (CPS)

***Graduate level job-related courses must be initialed by Department Head and a Job Related Designation Form attached. One course per academic term may be taken one-half hour before the end of your workday, but this form must be signed by your Supervisor and approved by Human Resources Management.**

Complete the following course information

(If an eligible dependent is enrolled in Undergraduate Day Program, write "FT Day Student".)

Course No.	Course Name	Dept. Head or Supv. Signature	Credit. Hrs.	Day(s)	Time
_____	_____	_____	_____	_____	_____ a.m./p.m.
_____	_____	_____	_____	_____	_____ a.m./p.m.
_____	_____	_____	_____	_____	_____ a.m./p.m.

SECTION 4

In accordance with Northeastern University's policy, my signature attests that I am currently enrolled in the above courses, or that the student listed above is my spouse, same sex spousal equivalent or unmarried dependent child as defined under current IRS tax regulations. **NOTE: All courses for same sex spousal equivalents are fully taxable. The total value of graduate courses for a spouse and/or dependent(s) is taxable. Employee graduate courses that are *not* job related are taxable after the value exceeds the \$5,250 annual limit.**

Employee's Signature _____ Date _____

SECTION 5

HRM Approval _____ Date _____

Mail completed forms to Human Resources Management, 250 Columbus Place or fax to (617) 373-7610. Waivers must be received by HRM within thirty days of the start of the academic term in which courses are taken.

BENEFIT ELIGIBILITY STATUS

- A Regular Full-Time Faculty, Administrative and Professional Grades 8 and up
- B Regular Full-Time Weekly Staff
- C Dependent Children of A or B (a dependent certification form must be submitted with the tuition waiver form)
- D Spouse or Same Sex Spousal Equivalent of A or B (must have Same Sex Spousal Equivalency Certification on file with HRM)
- E Part-time Faculty or Spouse or Same Sex Spousal Equivalent (must have Same Sex Spousal Equivalency Certification on file with HRM) of Part-time Faculty (tuition benefit may be transferred to spouse)
- F Dependent Children of E (a dependent certification form must be submitted with the tuition waiver form)
- G Regular Part-Time Staff
- I Retiree
- J Dependent Children of I (a dependent certification form must be submitted with the tuition waiver form)
- K Spouse or Same Sex Spousal Equivalent of I (must have Same Sex Spousal Equivalency Certification on file with HRM)
- L Dependent Children of Deceased Employee (a dependent certification form must be submitted with the tuition waiver form)

INSTRUCTIONS

Please refer to the HRM/Benefits website at www.northeastern.edu/hrm for information on eligibility and benefits available to you under the Tuition Remission Program.

1. Complete the form. Please print or write legibly.
 - If you checked Doctoral Candidate or Graduate School in Section 3, please review the Taxation of Benefits section of the Tuition Waiver Policy.
 - Tuition waiver for doctoral candidates is extended to faculty and staff only.
 - If the graduate course is job related, please attach a completed and signed Job Related Designation form to this Waiver.
2. Submit Tuition Waiver Forms to Human Resources Management, 250 Columbus Place or fax it to (617) 373-7610.
3. Forms will be reviewed for completeness and eligibility, approved or denied, and forwarded directly to the Billing and Receivables Office. If a request is denied or additional information is needed, you will be notified in writing. Forms will not be processed until required information is received. You will receive notification if your form is denied.
4. Forms must be received by HRM within the thirty days of the start of the academic term in which courses are taken.
5. You will continue to receive bills from the Billing and Receivables Office until the form is processed. Upon processing, if a balance is still due, the Student Accounts Office will bill you directly.
6. In order to qualify as a dependent of an eligible employee under the Tuition Waiver Program you must be an *unmarried dependent child, enrolled in a degree program, qualify under current IRS tax code regulations as a dependent*, and be claimed as a dependent on the most recent year's tax forms.
7. **Classes may not be taken during regular work hours (8:30 a.m. - 4:30 p.m.). Lunch, sick or vacation time may not be used to attend classes. One course per academic term may be taken at 4:00 p.m. Supervisor approval is required and Supervisor must sign section 5. You are required to make arrangements with your supervisor to make up the time.**