Tuition Remission Form
Academic Year 2017-2018 & Summer 2018
Return to Benefits Office, First Floor Koren Building
Telephone 412-396-5105 Fax 412-396-2236

Student Name: ____________________________________________ Student Date of Birth: _______ / _______ / _______

Employee Name: ___________________________________________ Telephone________________________

Student Banner ID Number _______ or Last Four Digits of Social Security Number: __________

____________________________________________________

Forms not submitted by deadlines are subject to 5% reduction.

Fall 2017 (8/21/17)  Spring 2018 (1/10/18)  Summer 2018 (5/14/18)

1. Indicate the number of degrees, or part thereof, excluding current degree track, this student has already earned utilizing Tuition Remission/Exchange: ☐ 0  ☐ 1

2. School:
☐ Arts  ☐ Health Sciences  ☐ Nursing  ☐ Center for Adult Learners
☐ Biomedical Engineering  ☐ Law  ☐ Pre-Pharmacy  ☐ Other List Program:________________________
☐ Business  ☐ Music
☐ Education  ☐ Nat/Env Sciences
☐ PharmD – The sixth year of this program is considered graduate level and applicable tuition remission benefit will apply.

3. Class Level:
☐ Undergraduate  ☐ Graduate*  ☐ Other ____________ *See Section 9 on reverse regarding taxation of benefits.

4. Number of credits planned. Per TAP #13, dependent children must be a full-time student as defined by their program.

Fall 2017 ___________  Spring 2018 ___________  Summer 2018 ___________

Only credits taken at Duquesne’s Main campus or Italian campus are eligible for this benefit.

5. If student is Full-Time DU employee: Are any of your courses scheduled during your work day? ________________

If yes, how do you plan to cover/make up your missed time?____________________________________________________

Immediate Supervisor must sign to indicate approval of plan:____________________________________________________

6. Student’s Status: (Check only one box)
☐ Full-Time Faculty  ☐ Part-Time Faculty  ☐ Spouse  ☐ Dependent Child of Full-Time Faculty
☐ Full-Time Administrator  ☐ Part-Time Head Coach  ☐ Spouse  ☐ Dependent Child of Full-Time Administrator
☐ Full-Time Employee  ☐ Part-Time Nursing Administrator  ☐ Spouse  ☐ Dependent Child of FT Employee

I certify that the information is true and correct. I understand any employee concealing, deceiving, or misrepresenting information will be subject to disciplinary action up to and including termination of benefits, termination of employment, and/or prosecution. Any remission paid for ineligible dependents will require restitution.

____________________________________________  ____________________________________________
Student Signature  Date  Employee Signature  Date

Forms will not be processed without the required documentation.

A copy of birth certificate for child and marriage certificate for spouse must be on file with the Benefits Office.

Please read important information on next page.

FOR HUMAN RESOURCE USE ONLY

Date of employment for Tuition Remission eligibility ____________________________ BC  MC ____________________________ Human Resources
1. **Period of Application**: This application is valid only for the terms specified on the reverse, and is to be submitted to Human Resources for verification of eligibility.

2. **Application Deadline Dates**: All tuition remission forms must be completed (with estimated credits per semester) and received by the Human Resources Office by the following dates: (Forms not submitted with required documentation by deadline are subject to a 5% benefit reduction.)

   - **Fall 2017 (8/21/17)**
   - **Spring 2018 (1/10/2018)**
   - **Summer 2018 (5/14/2018)**

3. **Dependent Verification**: Employees will be required to demonstrate certification of dependent status via marriage certificate, birth certificate, and income tax return. Income tax information is randomly required every year, marriage certificates and birth certificates are requested once. Forms WILL NOT be processed without this information.

4. **Benefit**: It is the intent of the University to provide tuition remission benefits for each eligible employee and family member as outlined below. All employees are limited to nine (9) credits per term at basic tuition credit rates. Employees enrolled in Center for Adult Learners may enroll for twelve (12) credits per semester, under the two terms per semester schedule in the fall and spring. Dependent children must be a full-time student as defined by their program. Employees accepting tuition remission benefits under this policy will be responsible for paying all applicable tuition remission administrative fees, tuition differentials, textbooks and fees associated with their particular academic pursuits.

**Employee’s full-time employment START DATE IS PRIOR to July 1, 2010:**

<table>
<thead>
<tr>
<th>First Degree</th>
<th>Second Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Faculty, Staff and Eligible Dependents:</td>
<td>100% basic tuition remission</td>
</tr>
<tr>
<td>Full-time Faculty, Staff and Eligible Dependents:</td>
<td>45% basic tuition remission</td>
</tr>
</tbody>
</table>

**Employee’s full-time employment START DATE IS AFTER July 1, 2010:**

<table>
<thead>
<tr>
<th>Continuous Years of Service</th>
<th>Amount of Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year of service</td>
<td>55% basic tuition remission</td>
</tr>
<tr>
<td>1 year but less than 2 years service</td>
<td>80% basic tuition remission</td>
</tr>
<tr>
<td>2 years or more service</td>
<td>100% basic tuition remission</td>
</tr>
</tbody>
</table>

**Second Degree**

| Full-time Faculty and Staff: | 45% basic tuition remission |
| Faculty and Staff Eligible Dependents: | Not Eligible |

   a. All part-time faculty, nursing staff of the Health Services Department, part-time head coaches and first assistant coaching staffs are eligible for a 55% basic tuition remission for studies pursued at Duquesne University while the employee is actively employed.
   
   b. Part-time head coaches and first assistant coaches are those coaching intercollegiate sports who have the primary responsibility for coaching a team(s) or activity for one or more complete seasons of intercollegiate competition and who are paid by the University.

5. **If Eligible for Second Degree Coverage**: Second degree coverage will be limited to one 45% basic tuition or rate of school of enrollment, whichever is LOWER, for ALL students. Students enrolled in the sixth year of the PharmD program are considered second degree and applicable tuition remission benefit will apply.

6. **Termination of Benefits**: In the event of termination of service with the University while the terminating individual or a spouse or eligible dependent children are enrolled for courses, tuition benefits will not continue beyond the last day of work. At this point, benefits will be prorated based on the Federal Pro-Rata Refund Policy (up to 60% completion of the term.)

7. **Special Circumstances**: Benefits for eligible relatives or employees who are deceased, disabled, or retired are extended or continued in accordance with University policy. This information may be obtained through the Office of Human Resource Management.

8. **This benefit is intended to provide tuition remission benefits only to the extent required to cover direct cost of basic tuition. Tuition remission recipients shall not receive University controlled gift aid, such as need-based grants, endowed funds, scholarships, etc., greater than the amount required for their direct costs.**

9. **Graduate Taxation**: (employee, spouse, dependent child) – Internal Revenue Service regulations state that the value of graduate tuition remission received by employees over $5,250 per calendar year is subject to Federal Income and Social Security withholding taxes. The value of all graduate tuition remission received by spouses and dependents is also subject to taxes. The University will withhold applicable taxes based upon the value of graduate tuition remission received by an employee and/or their dependent over the pay periods in the semester for which the graduate tuition remission is received. Please direct questions regarding graduation taxation to the Payroll Department at extension 6579.

Refer to TAP No. 13 at [http://duq.edu/tap13](http://duq.edu/tap13) for additional information.