

Elizabethtown College

Graduate Tuition Remission Form for Employees

This request form must be completed and submitted to Human Resources prior to the start of each academic year in which remission is requested.

Send the completed form to HR (hr@etown.edu).

➤ Employee Information

Name: _____ ID #: _____

Email Address: _____ Phone: _____

Address: _____ City, State, ZIP _____

Status: Full-time Part-time* Full-Time Hire Date: _____ Dept: _____

**part-time employees are not eligible for this benefit*

➤ SGPS Graduate Tuition Remission (please check the appropriate discount % box for each course)

Semester and Year: _____	Is this for a study abroad semester?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Session & Course Name: _____	Discount %:	50%	100%
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Session & Course Name: _____	Discount %:	50%	100%
Session & Course Name: _____	Discount %:	50%	100%

**Study abroad must be a requirement of the major in order to use tuition benefits*

My signature below represents that I understand the following requirements of the program, as well as the full graduate tuition remission benefit policy which can be found in the employee handbook:

- 100% of tuition remission is provided for all graduate programs offered through our School of Graduate and Professional Studies (SGPS). The full discount applies to a maximum of nine credits per calendar year. Employees exceeding nine credits annually would be eligible for the traditional 50% tuition remission. The Business Office will bill the employee directly.
- Employees must agree to remain at Elizabethtown College for two years after completion of each course. If an employee voluntarily leaves employment before completing two years of service, the employee must repay 50% of the amount of the course(s).
- Employees utilizing tuition remission may have their class postponed to a future date in the case of class capacity scenarios, where priority will go to full tuition-paying students.
- Continued enrollment in SGPS graduate programs is subject to the employee meeting grade point average and other SGPS academic standards.
- Eligibility begins after the employee's introductory period (six months).
- Employees must be classified as full-time (37.5 hours per week) to qualify.
- The current IRS rules include a limit of \$5,250 per calendar year before the graduate tuition benefit becomes taxable income.
- Employees who do not pass or complete a course will be responsible for reimbursing the College for costs incurred for the course.

➤ **Employee's Signature:** _____ Date: _____

I certify that the information contained in this form is true and accurate.

➤ **Approval** (to be completed by Human Resources)

Approved Disapproved Reason for Disapproval: _____

Signature of HR representative: _____ Date: _____

Cc: Requesting Employee, Financial Aid, Business Office, SGPS