

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 Hire Date: _____ Dept: _____

➤ SGPS Graduate Tuition Remission

Semester and Year: _____ Is this for a study abroad semester?* Yes No
SGPS Session: _____ Course Name: _____
SGPS Session: _____ Course Name: _____
SGPS Session: _____ Course Name: _____
SGPS Session: _____ Course Name: _____

**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 18 credits per calendar year for full-time employees and 9 credits per calendar year for part-time employees.
- 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 continued employment following the completion of a course(s), the employee must repay 50% of the amount of the course(s) completed within the two years prior to their last day of employment.
- 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).
- Full-time employees are defined as those who work at least 37.5 hours per week. Part-time employees are defined as those placed in a regular, part-time position, 9-12 months, who is assigned at least 20 hours per week.
- 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