

Name:

Semester:

Course:

- 1. Are these courses required by the university, or by law or regulation, to keep the employee's current salary, status or job? Yes No
- 2. Do these courses maintain or improve skills required in the employee's present work? Yes No
- 3. Are these courses required in order to meet the minimum educational requirements to qualify the employee in his/her work or business? Yes No
- 4. Are these courses part of a program of study that will lead to qualifying the employee in a new trade or business? Yes No

Courses meet the IRS definition of job-related if the answer to either questions 1 or 2 is yes and the answers to questions 3 and 4 are both no. Below, provide any additional information about the employee's job, and how the course relates to his/her work. If the education provides the employee in the new profession, trade or business, it is taxable even if they do not intend to enter that trade or business.

I certify that this form is completed accurately, and the course is job-related.

Supervisor Signature _____

Date _____

SECTION IV – TO BE COMPLETED BY HUMAN RESOURCES

- Graduate level section completed: Yes No
- Employee has permanent full-time status: Yes No
- Under 128 undergraduate credits or any combination of "U" and "G" credits up to 60 through waiver: Yes No
- Under maximum of 6 credits per semester: Yes No
- Class(es) taken during non-working hours: Yes No

HR Comments:

The employee's eligibility for the tuition waiver has been reviewed, and I hereby certify that the information submitted is true and accurate to the best of my knowledge.

Human Resources _____

Date _____

SECTION V – TO BE COMPLETED BY THE BUSINESS OFFICE AT THE UNIVERSITY ATTENDED BY THE EMPLOYEE

Number of Credits	Per Credit Charge	Total Waiver	Taxable Amount	Non-Taxable Amount	Award Code