

Kutztown University

Employee Tuition Waiver Graduate and Undergraduate

APSCUF

COACHES

SCUPA

Employee Information

SAP ID: _____

Student ID: _____

Name: _____

Email: _____

Semester and Academic Year: _____

Attending University: _____

Course Information

Course 1

Course Subject (e.g., ENGL, MATH): _____

Course and Section Number: _____

Course Title: _____

Number of Credits: _____

Days and Times: _____

Course Level: _____

Course Format: In-Person Online

Course 2 (if applicable)

Course Subject (e.g., ENGL, MATH): _____

Course and Section Number: _____

Course Title: _____

Number of Credits: _____

Days and Times: _____

Course Level: _____

Course Format: In-Person Online

Signatures and Approval

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Supervisor's Supervisor Signature: _____

Date: _____

Verified by HR: _____

Date: _____

Employee Tuition Waiver Eligibility and HR Verification (Page 2)

Graduate Course Taxation Notice

ARE GRADUATE LEVEL COURSES JOB-RELATED?

COURSE 1

COURSE 2

Selecting "NO" to the job-related question above will result in HR recording the amount. Graduate course benefits exceeding \$5,250 per calendar year are taxable and subject to payroll deduction.

Tax Notice: Under IRC Section 127, graduate tuition assistance exceeding \$5,250 per calendar year is taxable income and subject to payroll tax withholding unless it qualifies as a job-related working condition benefit.

Employee Initial:

The following apply to SCUPA only.

Independent Study / Individualized Instruction (IS/II) courses may not be covered.

Maximum of 6 credits per semester (Fall, Spring, Winter or Summer) may be taken under this waiver.

Please answer the following questions in detail to avoid processing delays:

Total Weekly Impact: How many work hours will be missed each week?

Proposed Make-up Plan: On which days and times will you recover this time? Please be specific.

Human Resources Use Only

Employee Status: SCUPA-Permanent Full-time | APSCUF-Tenured, Tenure Track, or One-year Full-time:

Notes:

SCUPA employees have a credit limit of 128 undergraduate or 60 combined credits:

Notes:

SCUPA employees are under the maximum of 6 credits per semester:

Notes:

SCUPA employees are taking courses outside of scheduled work hours:

Notes:

Human Resources Comments: