THE NEW SCHOOL
A UNIVERSITY

TUITION WAIVER REQUEST FORM

Full -Time Faculty and Staff

PLEASE PRINT CLEARLY

Name (Last, First, MI)	Department
SS # or University ID # ("N…")	**University Telephone Number or E-Mail address**

Employee Classification: ☐ FT Admin/Staff ☐ FT Faculty ☐ Local 32BJ/Facilities
☐ PT Admin/Staff ☐ Local 1205 ☐ Local 32BJ/Security

This course is for: ☐ Self ☐ Spouse* ☐ Domestic Partner* ☐ Dependent Child*

*** Please see the following page for required supporting documentation and other information**

Is this individual enrolled in a degree program? ☐ YES ☐ NO

If yes, check one: ☐ BA ☐ BFA ☐ AAS ☐ MS ☐ MA ☐ PHD ☐ MFA

If you checked anyone other than "Self" please provide:

Dependent's name: _____ Date of Birth: _____/_ ___/_____Gender: _____M _____F

If you checked "Dependent Child" please enter the child's age: _____

Dependent's SS# or New School ID # (if applicable): _____

Courses

Subject, Course # and Section	# of Credits	Course Start Date	Course Level
		____ / ____ / ____	☐ **CE** ☐ **Undergrad** ☐ **Grad** ☐**Cert/Audit**
		____ / ____ / ____	☐ **CE** ☐ **Undergrad** ☐ **Grad** ☐**Cert/Audit**
		____ / ____ / ____	☐ **CE** ☐ **Undergrad** ☐ **Grad** ☐**Cert/Audit**
		____ / ____ / ____	☐ **CE** ☐ **Undergrad** ☐ **Grad** ☐**Cert/Audit**
TOTAL CREDITS:			

Supervisor's Signature: _____ Date: _____**

****Must be signed by supervisor if the course requested meets during normally scheduled work hours and/or the number of courses exceeds the plan maximum before presented to Human Resources.**

My signature acknowledges that I read, understand, and agree to comply with the Tuition Waiver information found at http://www.newschool.edu/hr/benefits/tuition-waiver-plan/ *and I understand that if my employment terminates for any reason during a semester, I will be responsible for the tuition costs, as determined by the Bursar's office.*

Employee Signature_____ Date _____

There is a 1-3 days minimum processing time frame for all requests. The Office of Human Resources will contact you once processing is complete and your fee allowance form is available.

THE NEW SCHOOL
A UNIVERSITY

Tuition Waiver Program Information

- Full-time Faculty and staff are eligible to participate in this program upon completion of three (3) months of continuous service from hire date.

- Your spouse, domestic partner (same- or opposite-sex), or dependent children are eligible for remission of tuition and fees. At the time you are submitting a tuition waiver request for a dependent you must provide:

    - For a spouse: you must provide a copy of your marriage certificate

    - For a domestic partner: you and your partner must complete and you must provide The New School's Statement of Domestic Partnership found at www.newschool.edu/hr/forms within the "Benefits Forms and Documents" section (along with the required supporting documentation as described in the Statement)

    - For a dependent child(ren): you must provide a copy of the child(ren)'s birth certificate(s) and your latest Form1040. (*Please note that your child(ren) must be claimed as a dependent for federal income tax purposes to qualify for the tuition waiver benefit.)* Dependent children are eligible to receive tuition waiver benefits for classes taken through the semester they reach age 24.

- Tax liability information:

For you:
Under the current law, the graduate-level tuition waiver benefits you receive in excess of $5,250 in a calendar year are subject to federal and state taxation (will be applied to your pay and reported as income).

For an opposite-sex spouse:
Under the current law, the total amount of *graduate-level* tuition waiver benefits received by your spouse is subject to federal and state taxation (will be applied to your pay and reported as income).

For a domestic partner or same-sex spouse:
Under the current law, the *total amount of tuition waiver benefits* received by a domestic partner or a same-sex spouse is subject to federal and state taxation (will be applied to your pay and reported as income) however the benefit received for *undergraduate courses* taken by a *same-sex spouse* will be excluded from New York State taxation.

For your child(ren):
Under the current law, the total amount of *graduate-level* tuition waiver benefits received by your child(ren) is subject to federal and state taxation (will be applied to your pay and reported as income).