

TUITION WAIVER REQUEST FORM

Part -Time Faculty Members

PLEASE PRINT CLEARLY

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

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

* Please see the following page for required supporting documentation

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 enter individual's name: _____

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

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

I wish to apply the following courses that I taught or are teaching this semester toward this benefit:

| Summer 2012 | Spring 2012 | Fall 2011 | Summer 2011 | Spring 2011 | Summer 2010 | Spring 2010 | Fall 2009 |
|-------------|-------------|-----------|-------------|-------------|-------------|-------------|-----------|
| CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ |
| CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ |
| CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ |
| CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ | CRN _____ |

I wish to request tuition waiver benefits for the following courses:

| Subject, Course, Section # or CRN# | # of Credits | Course Start Date | Course Level |
|------------------------------------|--------------|-------------------|--|
| | | ___ / ___ / ___ | <input type="checkbox"/> CE <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Cert/Audit |
| | | ___ / ___ / ___ | <input type="checkbox"/> CE <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Cert/Audit |
| | | ___ / ___ / ___ | <input type="checkbox"/> CE <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Cert/Audit |
| | | ___ / ___ / ___ | <input type="checkbox"/> CE <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Cert/Audit |
| TOTAL CREDITS: | | | |

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.

Tuition Waiver Program Information

- Part-time faculty are eligible to participate in this program on their date of hire
- The Tuition Waiver benefit is issued on the basis of one course for every course taught. Courses must be taken in the same semester/session earned on a space available basis (excluding “income sharing” courses), or the next fall, spring, or summer semester/ session, provided you have not voluntarily left the university. Courses that were scheduled but cancelled by you cannot be considered as courses taught.
- 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) up to the age of 24: you must provide a copy of the child(ren)’s birth certificate(s) and your latest Form 1040. *(Please note that your child(ren) must be claimed as a dependent for federal income tax purposes to qualify for the tuition waiver benefit.)*
- 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 taxable (will be applied to your pay and reported as income).

For your spouse:

Under the current law, the total amount of graduate-level tuition waiver benefits received by your spouse are taxable (will be applied to your pay and reported as income).

For your domestic partner:

Under the current law, the total amount of undergraduate-level and graduate-level tuition waiver benefits received by a domestic partner are taxable (will be applied to your pay and reported as income).

For your child(ren):

Under the current law, the total amount of graduate-level tuition waiver benefits received by your child(ren) are taxable (will be applied to your pay and reported as income).