THE NEW SCHOOL
A UNIVERSITY

TUITION WAIVER REQUEST FORM
Part -Time Faculty Members
Spring 2014

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 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): _____

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

Spring 2014	Fall 2013	Summer 2013	Spring 2013	Fall 2012	Summer 2012	Spring 2012	Fall 2011
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 # 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:			

Employee Signature_____ **Date** _____

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

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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 subject to federal and state taxation (will be applied to your pay and reported as income).

For a spouse:
Under the current law, the total amounts of graduate-level tuition waiver benefits received by your spouse are subject to federal and state taxation (will be applied to your pay and reported as income).

For a domestic partner:
Under the current law, the total amounts of tuition waiver benefits received by a domestic partner are subject to federal and state taxation (will be applied to your pay and reported as income).

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