

**ALFRED UNIVERSITY TUITION REMISSION APPLICATION  
For Full-Time Employees**

**Instruction:** Please print all information on the form. Immediate supervisor and appropriate Vice President/Dean signature of approval is required. Return completed form to the Office of Human Resources in Greene Hall. Completed form must be submitted prior to each semester for approval.

Employee's Name: \_\_\_\_\_  
Last
First
MI

Employee's SSN or Banner ID #: \_\_\_\_\_ Department Employed: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_

Semester Attending (check only one): Fall \_\_\_\_\_ Allen Term \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
Year
Year
Year
Year

Course(s):

CRN #: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Course Time (Days/Hours): \_\_\_\_\_

CRN #: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Course Time (Days/Hours): \_\_\_\_\_

If course(s) are taken during the employee's normal workday, please include the revised work schedule to accommodate the time away, using additional paper if necessary. [Please note: for non-exempt (hourly) employees this time **must** be made up during the same payroll week. NYS Law allows for lunch periods to be taken between 11a and 2p. If course schedules permit, the employee may arrange to alter their lunch hour between these times with proper approval. Non-exempt employees may not work unsupervised so it is necessary to make up the time when supervisory personnel are present.]

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I certify that the information provided above is true and correct to the best of my knowledge. I further understand that when a course is offered during normal work hours, the employee is required to make up the time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice-President/Dean Signature

\_\_\_\_\_  
Date

**Internal Use Only**

Eligible  Not Eligible \_\_\_\_\_  
Human Resources
Date

Comments: \_\_\_\_\_

## ALFRED UNIVERSITY TUITION REMISSION GUIDELINES

The Alfred University Tuition Remission Plan has been established to provide educational privileges and opportunities for employees, their spouses/spousal equivalents, and dependent children. This plan is administered in accordance with the following regulations:

- a. Tuition Remission is available to all regular full-time employees of the University, legally married employee spouses, University-recognized spousal equivalents, and dependent children. Eligibility begins with the first day of employment.
- b. Eligible faculty and staff may apply for and receive a full waiver of tuition per academic year. When it is the employee taking courses, no more than 6 credit hours or 2 courses per semester will be approved. Eligible faculty and staff who wish to take courses must receive the approval of their immediate supervisor as well as the area vice president prior to enrolling in the course(s). Those taking courses during the day must ensure that daytime coursework does not interfere with the employee's assigned responsibilities or negatively impact operations.
- c. Dependent children are defined as the employee's birth children or the employee's legally adopted children whose age is less than or equal to 23 years on the intended date of enrollment for any given semester. To receive Tuition Remission after age 23, a dependent child must: have enrolled in a degree program and attending classes at age 23; and maintain continuous enrollment (fall and spring semesters) thereafter with an active student status.
- d. Employees and Spouses/Spousal equivalents are eligible for undergraduate and graduate courses. Dependent children are eligible for undergraduate courses and undergraduate degree programs only. Tuition Remission is only applicable to tuition charges and does not include any fees or other miscellaneous expenses. Dependent Children are not eligible for Tuition Remission for enrollment through the graduate schools.
- e. In the Summer School Program, Tuition Remission will apply only to those courses with a sufficient enrollment of paying students as determined by the Provost. There is no Tuition Remission for Independent Study in the Summer School.
- f. Tuition Remission shall apply only for enrollment in credit bearing courses offered at Alfred University's Alfred NY campus. Tuition Remission is not applicable to study abroad and study away programs. The one exception to study abroad programs is AU approved exchange programs. Tuition Remission may be used for exchange programs if full-time tuition is being charged at AU and an exchange agreement exists between AU and the abroad school.
- g. Tuition Remission for full-time students will be given less the student's eligibility for the New York State Tuition Assistance Program (TAP) and other New York State awards designated for tuition. Students eligible for any New York State awards, not designated for tuition, may receive full tuition in addition to the award. A full-time student is required to file all the necessary financial aid applications to determine New York State award eligibility according to the schedule provided by the Financial Aid Office before Tuition Remission credit will be issued. Also, full-time, undergraduate, matriculated students will not be eligible for Alfred University gift aid, i.e. Alfred University Academic scholarship, Alfred University Visit Grant, and Alfred University Visa Referral Grant.
- h. To continue eligibility for Tuition Remission, recipients must demonstrate the minimum academic performance standards as outlined in the Alfred University Financial Aid Satisfactory Progress Standards Policy. A copy of the policy is available at the University's website <https://my.alfred.edu> under Financial Aid Policies for Undergraduates and Financial Aid Policies for Graduate Students.
- i. Upon the death or retirement of a full time regular employee, who at the time was eligible for the Tuition Remission benefit, his/her spouse/spousal equivalent and dependent children will continue to be eligible for these benefits.
- j. Decisions regarding the interpretation of the provisions of this plan with respect to special conditions not covered shall be made by the Tuition Benefit Committee comprised of the following University positions: Director of Office of Human Resources, Registrar, Controller, and Director of Student Financial Aid.
- k. University Officers reserve the right to place restrictions on the conditions of Tuition Remission, including the time frame for which it shall be operative in any specific case.

### **Tax Information for Employees Taking Graduate Courses -**

Section 117 of the Internal Revenue Tax Code allows educational institutions to offer tuition reduction on a tax-free basis to employees, spouses, and their dependents for undergraduate-level education. **Remission for graduate courses is not included on a tax-free basis and is processed as follows:**

**Employee:** The University is required to add the amount of the remission for graduate courses if it offers more than \$5250 for educational benefits during the year; the employee must pay tax on the amount over \$5250. The University should include in your wages (Form W-2, box 1) the amount that you must include in income.

The tax code requires that the University add the amount of remission to the taxable wages reported for that individual for the calendar year in which the course is taken and withhold both Income and Social Security Tax on the gross wages. The Payroll Office will divide the total remission for each semester into equal payments over the remaining payrolls in that semester to lower the tax withheld in any one period. Please contact the Payroll Office (2961/2962) with questions in this area.