

APPLICATION FOR STAFF TUITION ASSISTANCE AT THE UNIVERSITY OF CHICAGO

Please Note: Undergraduate level courses are exempt from income tax withholding. Graduate level courses will be subject to tax withholding unless the courses taken meet the "job related" standards as defined by the IRS. **The "Statement of Job Related Tuition Remission Under Income Tax Regulation §162" must be attached.**

Employee Name: _____ SS#: _____

Department: _____ Work Phone: _____

Student ID#: _____ Date of Birth: _____

Academic Area in which you will be registered: Undergraduate: _____
Graduate School: _____
Professional School: _____

Number of Courses: One Day: _____ One Evening: _____
Two Evening: _____ One Day/One Evening: _____
Two Day: _____

Academic Status: Degree Candidate:
Student At Large:
Advanced Residency: _____

Full tuition amount for these classes: \$ _____

Quarter attending: Winter: _____ Spring: _____ Summer: _____ Autumn: _____ of 20 _____

Employee Signature: _____ Date: _____

To Be Completed by the Immediate Supervisor:

The above employee is a regular employee at the University scheduled to work 35 hours or more a week. The employee's schedule of hours is such as to permit registration for the classes above, without interference with regular duties.

Supervisor Signature: _____ Title: _____ Date: _____

FOR BENEFITS USE ONLY:

Department # _____ Job # _____

Date of Hire: _____

STATEMENT OF JOB RELATED TUITION
REMISSION UNDER INCOME TAX REGULATION §162

To be Completed by Employee:

I, _____, certify to the following facts:
Employee name SS#

1. I am applying for tuition remission benefits for the following graduate level course(s) taken by me at
The University of Chicago.

Course Number	Course Name	School or Department	Amount of Tuition Remission
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2. My position at the University is _____ in the
Department of _____

3. Please check indicating which of the following is correct:
 (a) I was directed to take this/these course(s) by my supervisor/department.
 (b) The course(s) was taken to maintain or improve skills needed on my job.
 (c) Neither of the above is correct.

4. Please check one or more of the following:
 (a) The course(s) will not be used to fulfill minimum requirements of my job.
 (b) The course(s) are part of a program of study that will qualify me for a new trade or business.
 (c) Neither of the above is correct

A course will be considered to be job-related if both of the following conditions are met:
either 3(a) or 3(b) is checked and 4(c) is checked.

This information is submitted to enable the University to determine whether to withhold taxes from tuition remission for graduate level courses. I understand that the taxability of tuition remission for any course is subject to final determination by the IRS, and that I will be responsible for the payment of all taxes judged by the IRS to be owed by me.

Employee Signature: _____ Date: _____

To Be Completed by the Immediate Supervisor:

I, _____, the immediate supervisor of the above-named employee, have read the above and confirm that it is true according to my information and belief.

Supervisor Signature: _____ Date: _____