



Tuition Remission Application

Office of Human Resources
2130 Fulton Street
San Francisco, CA 94117-1080
TEL: (415) 422-6707
FAX: (415) 386-1074

FACULTY/STAFF INFORMATION

Employee Name (Last/First/MI)	USF Id #
Position	Date of Hire
Status <i>Check One</i> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Email

STUDENT INFORMATION *(If you are a dependent of an employee, you must obtain employee's signature.)*

Student Name (Last/First/MI)	USF Id #
Relationship to Employee	

LEVEL	SCHOOL/COLLEGE	SEMESTER/YEAR	APPLICATION PERIOD
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Arts & Sciences	<input type="checkbox"/> Summer	April 1 st to April 30 th
<input type="checkbox"/> Credential	<input type="checkbox"/> Nursing	<input type="checkbox"/> Fall	April 1 st to June 15 th
<input type="checkbox"/> Graduate	<input type="checkbox"/> Business	<input type="checkbox"/> Intersession	November 1 st to November 30 th
<input type="checkbox"/> Doctoral	<input type="checkbox"/> Law	<input type="checkbox"/> Spring	November 1 st to November 30 th
<input type="checkbox"/> Other	<input type="checkbox"/> Professional Studies		
	<input type="checkbox"/> School of Education	<input type="checkbox"/> Please check the box if you currently receive financial aid.	

TERMS & CONDITIONS

A completed application must be submitted to the Office of Human Resources **by the application deadline for each semester.**

Tuition remission can not be approved retroactively for courses taken in a previous semester. A voucher must be filed within the semester to maintain eligibility.

Tuition remission is not available for non-matriculating courses/programs such as audited classes or courses taught by non-University faculty. Tuition remission benefit is not available for impacted programs. Please contact the Office of Human Resources for current impacted programs.

If applicable, I am aware and adhere to the repayment schedule for my classification.

Undergraduate and graduate courses taken by a Legally Domiciled Adult (LDA) are taxable.

Graduate courses taken by a spouse, or IRS dependent children, are taxable to the employee.

Graduate level courses taken by the employee may be taxable. Please contact the Office of Human Resources for information regarding the Graduate Tuition Remission Tax Exclusion for employees.

For detailed information regarding your level of tuition remission benefits, please refer to your respective Union contract, benefit handbook or contact the Office of Human Resources.

I acknowledge these terms and conditions by my signature. If applying for dependent tuition remission coverage, I certify that he/she is my IRS tax dependent.

X

Employee's Signature

Date

OFFICE USE ONLY

Eligibility: _____ Employee Benefit (%) _____ Lecturer Benefit (Units) Approved by: _____