



Application for Tuition Remission

**A separate completed application is required for each semester that the Tuition Remission benefit is requested.**

If you have questions about this form or eligibility for the Tuition Remission benefit, please contact Gregg Cannella at 415-422-6851 or gfcannella@usfca.edu.

| Applicant Information   |  |   |   |  |   |
|---|--|---|---|--|---|
| Please complete this section by answering questions 1 & 2 and carefully reading the tax implications column.  |  |   |   |  |   |
| #1  | #2   |   | Tax Implications  |  |   |
| Will the Tuition Remission be used for Undergraduate or Graduate Classes?<br>(Please circle one response)   | Who is applying for Tuition Remission?<br>(Please circle one response and complete the appropriate box)  |   | Will the dollar value of the Tuition Remission be added to the employee's taxable income and be subject to federal, state and FICA taxes?<br><br>*If yes, please refer to the Tax Information section of the Terms and Conditions below.  |  |   |
| Undergraduate   | Self (00)  | Name:<br>CWID:  | No  |  |   |
|   | Spouse (01)  | Name:<br>CWID:  | No  |  |   |
|   | Dependent Child (02)   | Name:<br>CWID:  | No  |  |   |
|   | Registered Domestic Partner or Grandfathered Legally Domiciled Adult (LDA) (03)  | Name:<br>CWID:  | The legal relationship of the employee and LDA determines the tax implications. If the LDA is a tax dependent of the employee (as defined by section 152(a) of the Internal Revenue Code), there are no federal, FICA or state tax implications. If the LDA is legally married to the employee or is a Registered Domestic Partner, there are no state tax implications but the federal and FICA taxes will apply. If the LDA is a Non-Registered Domestic Partner, all federal, state and FICA taxes will apply. |  |   |
| Graduate  | Self (00)  | Name:<br>CWID:  | Yes, unless employee has applied for and received a waiver which meets the IRS criteria for tax exclusion. The IRS criteria are detailed in <b>Note 1</b> of the Terms and Conditions Tax Information section. Under section 127 of the Internal Revenue Code, all employees without a waiver will receive a tax exemption on the first \$5,250 of Tuition Remission benefits per calendar year.  |  |   |
|   | Spouse (01)  | Name:<br>CWID:  | Yes.  |  |   |
|   | Dependent Child (02)   | Name:<br>CWID:  | Yes.  |  |   |
|   | Registered Domestic Partner or Grandfathered Legally Domiciled Adult (LDA) (03)  | Name:<br>CWID:  | Yes.  |  |   |
| Enrollment Information  |  |   |   |  |   |
| Please complete this section by circling the applicable school/college, semester and indicating the year in which the Tuition Remission is requested.   |  |   |   |  |   |
| School/College:   | Arts & Sciences  | Business & Professional Studies                           | Education   | Law  | Nursing   |
| Program:  |  |   |   |  |   |
| Date Program Started:   |  |   |   |  |   |
| Semester:   | Interession  | Spring  | Summer  | Fall   |   |
| Year:   |  |   |   |  |   |
| Terms and Conditions  |  |   |   |  |   |
| Amount of Tuition Remission: For detailed information regarding your level of Tuition Remission benefit, please refer to your respective union contract, benefit handbook or contact the Office of Human Resources. |  |   |   |  |   |
| Application Deadlines:  | Tuition Remission Applications must be on file in Human Resources by 5 p.m:  | <b>Interession</b>  | <b>Spring Semester</b>  | <b>Summer Semester</b>   | <b>Fall Semester</b>                                    |
|   |  | <b>Filing Period: Nov. 1-15</b><br><b>DUE November 15</b> | <b>Filing Period: Nov. 1 - 15</b><br><b>DUE November 15</b>   | <b>Filing Period: March 1 - 15</b><br><b>DUE March 15</b>  | <b>Filing Period: June 1 - 15</b><br><b>DUE June 15</b> |
| Available Courses:  | 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. Tuition Remission may not be available for on-line degree programs. Please contact the Office of Human Resources for current impacted programs or visit the Human Resources home page under benefits. Additionally, Tuition Remission can not be approved retroactively for courses taken in a previous semester. |   |   |  |   |
| Documentation:  | Documentation is required for all dependents to prove their relationship to the eligible employee. Specifically:   | Spouse  | California Registered Domestic Partner  | Dependent Child  |   |
|   |  | Copy of Marriage Certificate                              | Copy of California Registered Domestic Partnership certificate  | Copy of Birth Certificate or adoption papers or court document certifying custody & Copy of Last Tax Return Showing Child is a Dependent |   |
| Supervisor Approval:  | Supervisor approval is required for any employee using the Tuition Remission benefit for his/her own education. Signing this form confirms the employee has received supervisor approval for the employee's enrollment in classes.   |   |   |  |   |

The taxability of Tuition Remission depends on both the class level (undergraduate or graduate) and relationship of the student to the employee (self, dependent child, spouse, LDA). If the responses within the applicant information section above denote that the Tuition Remission requested is taxable, the dollar value of that Tuition Remission will be added to the employee's gross wages during the semester in which the classes are taken (see Tax Withholding Schedule below). Specific exceptions are listed in the applicant information section. As a general guideline, estimate that taxation will be at least 42% of the tax benefit received. This will translate into a net pay reduction over the semester(s) the benefit is received.

**NOTE 1: Regarding Graduate Education**

Tax Waiver:

**GRADUATE COURSES TAKEN BY A SPOUSE/LDA OR IRS TAX DEPENDENT CHILDREN ARE TAXABLE, AND THESE COURSES MAY RESULT IN THE EMPLOYEE'S PAYCHECK BEING DRAMATICALLY REDUCED (OR EVEN ENTIRELY ELIMINATED IF THE EMPLOYEE DOES NOT HAVE SUFFICIENT EARNINGS TO OFFSET THE TAX LIABILITY RESULTING FROM THE RECEIPT OF TAXABLE TUITION REMISSION BENEFITS). UNDERGRADUATE COURSES TAKEN BY AN LDA MAY ALSO BE TAXABLE. YOU SHOULD CONSULT WITH YOUR TAX ADVISOR TO DETERMINE HOW YOUR TAX LIABILITY MAY CHANGE AS A RESULT OF RECEIVING TAXABLE TUITION REMISSION BENEFITS.**

**To apply for this exclusion, please contact Gregg Cannella at [gfcannella@usfca.edu](mailto:gfcannella@usfca.edu) or at 415-422-6851. Exclusion must be reviewed and approved by the Office of Human Resources 30 days before the first day of classes.**

Employees taking graduate courses may also be taxed unless they qualify for the working condition fringe tax exclusion. Pursuant to Treasury Regulation Section 1.162-5(a)(1) graduate educational expenses of an employee (but not of a dependent, spouse, or LDA) may be eligible for exclusion from taxable income under Section 132(a)(3) of the Internal Revenue Code as a "Working Condition Fringe" if the education:

- (1) Maintains or improves skills required by the individual in his employment or other trade or business, or
- (2) Meets the express requirements of the individual's employer, or the requirements of applicable law or regulations, imposed as a condition to the retention by the individual of an established employment relationship, status, or rate of compensation.

Notwithstanding the foregoing, Treasury Regulation Section 1.162-5(b)(2) provides that expenditures for education are NOT excludable from taxable income under Section 132(a)(3) of the Internal Revenue Code as a Working Condition Fringe if the educational expenses:

- (1) Are incurred to meet the minimum educational requirements for the individual's current position; or
- (2) Qualify the individual for a new trade or business.

**Tax Withholding Schedule**

If applicable, employee's Tuition Remission will be taxed according to the following schedule:

**Intersession/Spring:**

Taxation will begin the first pay date on or after February 15th and will continue through the last pay date in May.

**Summer:**

Taxation will begin the first pay date on or after June 15th and will continue through the last pay date in September.

**Fall:**

Taxation will begin the first pay day on or after September 25th and will continue through the last pay date in December.

If a student's registration status changes this may result in a change to the employee's tax liability and net payroll amount. If the employee does not have a current assignment, tax must be collected in the period the benefit is received via payment to USF.

For additional wage and tax implications of Tuition Remission, please contact George Chin at [gmchin@usfca.edu](mailto:gmchin@usfca.edu) or at 415-422-2837.  
**THE EMPLOYEE SIGNING THIS FORM HEREBY ACKNOWLEDGES THAT:**

- (1) ANY TAXABLE TUITION REMISSION BENEFITS WILL BE REPORTED TO THE INTERNAL REVENUE SERVICE AND THE CALIFORNIA FRANCHISE TAX BOARD ON THE EMPLOYEE'S FORMS W-2 FOR THE APPROPRIATE TAX YEAR(S);**
- (2) HE/SHE IS RESPONSIBLE FOR PAYING ALL APPROPRIATE INCOME AND SOCIAL SECURITY TAXES RELATED TO ANY TAXABLE TUITION REMISSION BENEFITS, AND THIS MAY RESULT IN SIGNIFICANT AMOUNTS BEING WITHHELD FROM THE EMPLOYEE'S PAYROLL DISTRIBUTIONS FROM THE UNIVERSITY OF SAN FRANCISCO DURING THE PERIOD(S) IN WHICH TAXABLE TUITION REMISSION BENEFITS ARE RECEIVED; AND**
- (3) HE/SHE HAS BEEN ADVISED OF THE FOREGOING TAX CONSEQUENCES AND HAS TAKEN APPROPRIATE STEPS TO ENSURE HE/SHE IS PREPARED FOR THE POTENTIALLY DRAMATIC REDUCTION IN HIS/HER NET PAYROLL FROM THE UNIVERSITY OF SAN FRANCISCO WHICH WILL OCCUR DURING THE PERIOD(S) IN WHICH THE TAXABLE TUITION BENEFITS ARE RECEIVED.**

MBAE Information:

Please note that students enrolled in the MBAE program will be required to pay 10% of the program's tuition costs and 50% of the costs attributed to the AGI/Trip. The cost of the trip will be determined prior to the first day of class. Students should anticipate that they will pay 25% of the cost of the charges not covered by tuition remission at the beginning of each semester of enrollment in the MBAE program. For additional information regarding costs please contact the MBAE program office.

Student Accounts Information:

To avoid course cancellation or enrollment delays, please review your student account statement to verify tuition remission has posted and you have paid any additional fees by the semester due date. Through ebill & epay, students have access to view or print a recent statement, view account transactions in real-time. Call (415) 422-2020 or email Student Accounts ([stuacct@usfca.edu](mailto:stuacct@usfca.edu)) for assistance with billing questions.

**Please complete the section below to certify that the information you have written is accurate and that you understand the terms and conditions of this**

Employee Name:

Employee CWID:

Email Address:

Employee Signature:

Date:

|                                       |                       |                    |  |                     |
|---------------------------------------|-----------------------|--------------------|--|---------------------|
| Employee Classification: (circle one) | OPE (10)              | USFFA (15)         | ALP - Association of Law Professors (20) | Administrators (25) |
|                                       | Laborer/Gardener (30) | Public Safety (35) | Local 39 (40)                            | PHP Faculty (45)    |