



Brandeis University

Office of Human Resources
781-736-4468 781-736-4466 (FAX)

Graduate Tuition Remission Tax Exemption Form

If you wish to declare that your proposed graduate level course is job-related and should be exempt from taxation on that basis, please have this form completed by both you and your supervisor. **Please complete one (1) form per course.** Return this form along with your tuition remission application to the Benefits section in the Office of Human Resources. If the form is not received by the Add/Drop Deadline of the current semester, you will be taxed accordingly.

If your course is found NOT to be job-related based on your supervisor's answers, you will be subject to taxation on your tuition remission benefit. Submitting this form does NOT guarantee tax exemption.

Employee Information (please print)

Name: _____ Job Title: _____
Department / MS: _____ Ext: _____
Date of Hire: _____ Employee Status: (check one) Full-time Part-time
Name of Immediate Supervisor: _____

Course Information

Please list the course you are planning to take. Please use one (1) form per course.

_____ Spring Summer Fall
Course Name *Course ID #* *Semester*

Are you currently enrolled in a degree program at Brandeis University? Yes No

If so, please list program: _____

If this course is deemed NOT job-related:

I elect to have taxes (if applicable) deducted from my salary over _____ (#) paychecks (**Up to 6 paychecks**).

Supervisor Approval

To the Supervisor: Please answer both questions based on course content and job responsibilities.

Does this course qualify the employee for new employment, trade, or business?

Yes No

Does the course maintain or improve the skills required by the employee's current job as supported by their job description?

Yes No

Supervisor's Signature

Date

Extension

Statement of Understanding and Employee Signature

I certify that the information provided is accurate and complete, and I understand that it is subject to review by the Internal Revenue Service. If the course so designated is found not to be job-related, the value of my tuition remission amount may be considered taxable income for which I may owe income tax, FICA payments, and/or late fees, interest and civil fines and I agree to assume responsibility for these amounts.

Employee Signature

Date