



Application for Employee Tuition Benefits

Please complete this form in its entirety each semester.

Guidelines: An eligible employee must work a minimum of 1560 hours or .75 FTE per year. For graduate coursework an eligible employee must complete three years of service. Graduate coursework is limited to nine credits or less per semester. The employee's direct supervisor and area Vice-President or Dean must approve this form. All tuition remission benefits are based on the employee's continuous employment during the term of the benefit. If employment terminates for any reason (other than retirement or disability) during the term before completion of the course, a proportional tuition charge must be paid. Tuition remission benefits apply only to tuition costs and not to any course-related expenses such as laboratory fees, material fees, travel expenditures, etc. All employees must apply for admission through the Office of Admission. Admission will be based on normal admission standards and such admission is not guaranteed because of the tuition benefit. Anyone who is eligible for any type of state or federal grant (including but not limited to Pell Grants, Social Security benefits and Veterans benefits) should apply for such assistance prior to becoming eligible for Willamette tuition remission. Due to FLSA standards, Administrative/Professional (exempt) employees should not be required to make up exact hours of attendance in class, however, as always, attendance should not interfere with completion of job responsibilities. If space is limited in a particular course, preference will be given to full tuition-paying students. Tuition benefits for graduate-level courses are considered taxable income after **\$5,250** in any given tax year, and will be included in your W-2 statement as income.

Employee Information			
Employee Name:		Email:	
Employee ID#:		Phone:	
Department:		Classification:	<input type="checkbox"/> Classified <input type="checkbox"/> Administrative <input type="checkbox"/> Faculty

Class Information			
College Attending:	<input type="checkbox"/> The College of Liberal Arts <input type="checkbox"/> The College of Law <input type="checkbox"/> The Atkinson Graduate School of Management		
Day of Class(es):		Time of Class(es):	

To Be Completed by the Employee			For Office Use Only	
Course Subject & Number	Credits x \$/Credit = Course Charge (Please list full cost of the course)		% Credited	\$ Remitted
Totals:				

I certify the information provided is accurate, and I have reviewed the eligibility requirements listed in the appropriate University handbook.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

VP/Dean Signature: _____ Date: _____

HR Signature: _____ Date: _____