



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 and complete a minimum of three years of service. 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:	
Department:		Phone:	

Class Information			
College Attending:	<input type="checkbox"/> The College of Arts & Sciences <input type="checkbox"/> The College of Law <input type="checkbox"/> The Atkinson Graduate School of Management <input type="checkbox"/> Pacific Northwest College of Art		
Semester:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year:	
Day of Class(es):		Time of Class(es):	

Course Subject & Number	Number of Credits	Cost per Credit	Total Course Cost (number of credits x cost per credit)	For Office Use Only	
				% 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: _____