



**GCU EMPLOYEE TUITION REMISSION APPROVAL FORM**

This completed form must be submitted to the Office of Human Resources each semester/session and approved by the Office of Financial Aid prior to registration. In addition, all undergraduate students must fill out a FAFSA form from the Office of Financial Aid. Failure to complete this form and supporting financial information before the start of the semester/session will result in the loss of tuition remission for that semester/session.

<b>Employee/RSM Name</b>				<b>Date of Hire as Full Time Employee</b>			
<b>Name of Student</b>				<b>Student ID Number</b>			
<b>Relationship to Employee</b>				<b>Student Date of Birth if Child</b>			
<b>Undergraduate Degree</b>				<b>Graduate Degree</b>			
						<b>Non-degree student</b>	
<b>Fall Semester</b>		<b>Winter Session</b>		<b>Spring Semester</b>		<b>Summer Session I</b>	
						<b>Summer Session II</b>	
<b><u>Classes</u></b>							
<b>Course #</b>	<b>Course Name</b>	<b>Class Schedule</b>	<b>Required for Degree</b>				
			Yes		No		
			Yes		No		
			Yes		No		
			Yes		No		
			Yes		No		
			Yes		No		
			Yes		No		
	This benefit is for my dependent child - my initial here affirms that I declare this child as a dependent with the IRS.						
	This benefit is for myself - my initial here affirms that this class/these classes occur(s) outside of my normal work schedule.						
	This benefit is for myself - my initial here affirms that I have discussed taking this class/these classes with my supervisor and have permission to have a flexible work schedule this semester/session.						
	This benefit is for my spouse - my initial here affirms that the student is my spouse.						
	This benefit is for my niece/nephew - my initial here affirms that I am a RSM and that the student is my niece or nephew.						



**Taxability of Tuition Remission Benefit**

The Internal Revenue Code determines whether tuition remission benefits constitute a taxable fringe benefit to the employee.

- Undergraduate Courses  
The tuition remission provided for undergraduate courses for employees and their IRS Dependents is excluded from taxable wages under section 117 of the Internal Revenue Code.
- Graduate Courses  
Section 127 of the Internal Revenue Code excludes from taxable wages up to \$5,250 per year in tuition remission for employees taking graduate courses. If the employee is a graduate student, but enrolled in an undergraduate level course, the graduate course tax provisions are still applicable. All tuition remission provided for an employee’s spouse or dependent is included as taxable wages.

**Tax Reporting and Withholding**

When the tuition remission benefit is a taxable fringe benefit for the employee, GCU will add the value of the benefit used to the employee’s taxable income and the resulting taxes that are withheld will be included on the W-2 form.

For example: GCU Salary: \$35,000  
Value of Tuition Remission Benefit Used: \$5,000  
Taxable Wages Reported: \$40,000

The additional taxable income is subject to Federal, Social Security, Medicare, and State taxes. Example of withholding amounts:

Type of Tax	Additional Taxable Wages Reported on W-2	Additional Taxes Withheld	Percent
Federal Income Tax	\$ 5,000.00	\$ 750.00	15%
Social Security	\$ 5,000.00	\$ 310.00	6.20%
Medicare	\$ 5,000.00	\$ 72.50	1.45%
State	\$ 5,000.00	\$ 175.00	3.5%
Total		\$ 1,307.50	

**Tuition Remission Tax Schedule**

When the tuition remission is determined to be taxable, then the additional taxes will be withheld from the employee’s paycheck. To lessen the financial impact, the additional taxes owed will be divided into three payments (except for Winter Session) per the following schedule:

Fall Semester: 3 installments, October, November, and December  
Spring Semester: 3 installments, March, April, and May  
Summer Session: 3 installments: July, August, and September  
Winter Session: 1 installment: February

The University cannot dispense tax advice nor is it in a position to provide assistance with tax preparation. Please direct all such inquiries to your tax advisor.

I have read and understand the GCU Tuition Remission policy. I understand that:

- A completed Tuition Remission Form must be submitted before the start of each semester/session in order for the benefit to be applicable that semester/session.
- This benefit covers only tuition – it does not cover the cost of fees, accelerated tuition rates, books, etc.
- This benefit is not available if the student has any outstanding bills.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

**APPROVED**

HUMAN RESOURCES \_\_\_\_\_ DATE \_\_\_\_\_

FINANCIAL AID \_\_\_\_\_ DATE \_\_\_\_\_

For questions or inquiries about the GCU Tuition Remission program, please contact the Office of Human Resources.