

Tuition Remission Application for Faculty and Professional Staff

PAID FT EMPLOYEE OF☐ Drexel University☐ Academy of Natural Sciences of Drexel University**STUDENT LEVEL**☐ Undergraduate PT-Evening/Day☐ Graduate School**SCHOOL ATTENDING**☐ Drexel UniversityToday's Date Academic Year (e.g. 2011-2012) FT Employee Name University ID ([Look up](#)) Work Phone

Once HR has received your tuition remission application, a report will be sent to the Bursar's office, where this benefit will be applied to your student account.

By signing below, I acknowledge that I have read and understood the Tuition Remission policy (www.drexel.edu/hr/resources/policies/dupolicies/hr22/). Per the Tuition Remission policy, I am aware that failure from a course paid for by Tuition Remission will have their Tuition Remission benefit suspended for two (2) consecutive academic terms. Eligible employees will have the option of paying the full cost of tuition and fees for classes in lieu of the two-term Tuition Remission suspension. I am aware that withdrawing from a course paid by tuition remission, after the add/drop period, will lose the benefit for that class. The amount of the Tuition Remission attributable to the class from which the employee has withdrawn will be rescinded and the Eligible Employee will be responsible for paying the full cost of tuition, as well as any related fees, for that class. A hold will be placed on the employee's student account and the employee will have their Tuition Remission benefit suspended until the debt has been paid.

Employee Signature _____

Supervisor Signature _____

Supervisor Name

HR Signature _____

HR Name _____

Approved % Tuition Remission _____

Rules for Employees

1. Eligible employees may take a maximum of three undergraduate or two graduate courses per term.
2. Graduate Tuition Remission may be taxable according to IRS guidelines. Consult your tax advisor or the Payroll Graduate Tuition Remission Taxability Guide: www.drexel.edu/depts/compt/payroll/GraduateTuitionRemission.pdf.
3. Tuition Remission is reduced by your PHEAA Grants. Tuition Remission affects Drexel need-based and Drexel non-need-based (merit) financial aid.
- 4. You must complete an application for each academic year you intend to receive the tuition remission benefit. Applications for the upcoming Fall are due August 1st prior to the start of the new academic year.**

Submission/Application

Submit fully completed applications to the attention of Human Resources: 3201 Arch St, Suite 430 or fax to 215.895.5813. Please note that fully completed applications include University ID number for employee ([look up University ID](#)). **Incomplete applications will be discarded.**

Hire Date (For HR use only): _____