

Tuition Remission Application for Faculty and Professional Staff

PAID FT EMPLOYEE OF

- Drexel University
- Drexel University College of Medicine
- Academy of Natural Sciences of Drexel University

STUDENT LEVEL

- Undergraduate PT-Evening/Day
- Graduate School

SCHOOL ATTENDING

- Drexel University
- Drexel University College of Medicine

Today'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 either Drexel University or Drexel University College of Medicine Office of Student Accounts/Bursar, where this benefit will be applied to your tuition 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 or withdraw from a course may result in my repayment responsibility.

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.

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.**

The employee must submit this application by August 1st to ensure correct posting of the remission for the start of a full academic year (October to September).

Hire Date (For HR use only): _____