



Brandeis University

Office of Human Resources and Employee Relations
Benefits section • MS 118 • Gryzmish 106
781-736-4468 781-736-4466 (FAX)

Graduate Tuition Remission Tax Exemption Form

If you wish to declare that your proposed graduate level course is job-related and should be exempt from taxation on that basis, please have this form completed by both you and your supervisor. **Please use only one form per course.** Return this form to the Benefits section in the Office of Human Resources, regardless of whether the course is deemed job-related or not.

Employee Information

(Please Print)

Name: _____ Social Security #: _____

Department: _____ Mailstop: _____ Ext: _____

Employee Status: (check one) Full-time Part-time Date of Hire: _____

Name of Immediate Supervisor: _____

Course Information

Please list the course you have taken OR are planning to take.

_____ Spring Summer Fall
Course Name Course ID # Semester

Are you currently enrolled in a degree program at Brandeis University? Yes No

If so, please list here: _____

Supervisor Approval

To the Supervisor: Please answer the following questions to indicate whether the above course is job-related.

1. Does this course qualify the employee for a new trade or business?

Yes No

2. Does the course maintain or improve the skills required by the employee's current duties?

Yes No

Supervisor's Signature

Date

Extension

Statement of Understanding and Employee Signature

I certify that the information provided is accurate and complete, and I understand that it is subject to review by the Internal Revenue Service. If the course so designated is found **not** to be job-related, the value of my tuition remission amount may be considered taxable income for which I may owe income tax, FICA payments, and/or late fees, interest and civil fines and I agree to assume responsibility for these amounts.

Employee Signature

Date