On-Campus Tuition Remission Application
Graduate Level

Semester: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II ☐ Winter Intersession ☐ May Intersession

Year: _____

Level: ☐ Graduate ☐ Doctorate ☐ Law School ☐ Exec. MBA ☐ eMBA

PART I (To be completed by Employee.)

Name _____ *UID #* _____

Department/Campus _____ *Ext.* ____ *E-Mail* _____

PART II (To be completed by Employee if Student is different from Employee.)

Name of Student _____ *UID#* _____

Matriculation Date _____ *Date of Birth* _____ *Relation to Employee* _____

Expected Graduation Date _____

PART III (Class Schedule -To be completed by Employee.)

	Course Title	Course #	Day	Time	Credits
1					
2					
3					
4					
5					
6					

Total Credits _____

PART IV (To be completed by Employee's Supervisor – Only applicable if Staff employee.)

I have reviewed the class schedule above in Part III and certify that it is not in conflict with this Employee's lunch or regularly scheduled work hours.

Work Schedule: Days: _____ to _____ Time: _____ to _____

_____ _____ _____

Supervisor's Signature *Title* *Date*

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PART V (To be completed by Employee – A or B must be checked. Please contact your campus Financial Aid Office for further information.)

☐ (A) I certify that I have completed an *Express TAP Application* (ETA) for myself (or my spouse or child), and have thereby determined that TAP benefits are not available to me (or my dependent).

☐ (B) Non-TAP Eligible (Non-New York State Resident)

I certify that the applicant is not entitled to any other tuition remission benefits from any other source. I also certify that all information contained in this application is complete and accurate, and I understand that if it is not, this On-Campus Tuition Remission Application may be voided.

DISCLAIMER: Please review the following policies/responsibilities governing the On-Campus Tuition Remission benefit:

- The On-Campus Tuition Remission Application must be submitted to the Office of Student Accounts by the following dates (failure to comply with the timelines may delay posting of your benefit and result in a late fee assessment, which is the responsibility of the Student):
    - August 1st for the Fall session
    - December 1st for the Winter session
    - January 1st for the Spring session
    - April 1st for the May session
    - May 1st for the Summer and August sessions
- A new application must be submitted and approved if there are any changes to the courses listed on this application or if you change your program/major.
- The On-Campus Tuition Remission benefit addresses tuition charges and the general institution fee only. All other applicable fees are the responsibility of the student.
- Students with outstanding (prior semester) balances are ineligible for Tuition Remission benefits. This application is void until such balances are paid.
- On-Campus Graduate Tuition Remission is subject to tax withholdings in compliance with Section 127 of the IRS code.
- Refunds generated as a result of On-Campus Tuition Remission benefits may be delayed until accounts are reviewed by the Financial Aid staff for over awards. ALL FINANCIAL AID (FEDERAL, STATE, INSTITUTIONAL) RECEIVED PRIOR TO POSTING OF TUITION REMISSION BENEFITS IS SUBJECT TO REDUCTION/CANCELLATION.
- Students enrolled in combined degree programs (which involve both undergraduate and graduate courses) must complete both an On-Campus Tuition Remission Application Undergraduate Level form and an On-Campus Tuition Remission Application Graduate Level form. Please contact the Office of Student Assistance (OSA) if there is a question regarding whether or not a particular course will be considered at the undergraduate level or the graduate level.
- If the Employee separates from the University during the session covered, the On-Campus Tuition Remission benefit will be terminated effective the last date of employment. The Student will be responsible for the pro-rated amount of tuition and the General Institution Fee.
- Failure to comply with the procedures described herein will result in cancellation/revocation of the application and benefits under Pace University's On-Campus Tuition Remission Program.

_____ _____

Employee's Signature *Date*

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THE PAYROLL OFFICE MUST SIGN OFF ON ALL GRADUATE LEVEL ON-CAMPUS TUITION REMISSION APPLICATION FORMS *PRIOR TO* SUBMISSION OF THE FORM TO HUMAN RESOURCES.

PART VI (To be completed by Payroll Office.)

This is to certify that _____ (Employee) has spoken with me and understands his/her tax withholding obligation, under Section 127 of the IRS code, for the _____ calendar year.

_____/_____
Payroll Office Signature *Date*

PART VII (To be completed by Human Resources.)

This is to certify that _____ is entitled to On-Campus Tuition Remission benefits as indicated in # _____ of the On-Campus Tuition Remission criteria.

☐Staff ☐Faculty ☐F/T ☐P/T ☐Retiree/LTD ☐Self ☐Spouse

☐ Other _____ ☐Child to age 24
☐Child aged 24 - 30

In accordance with the OSA guidelines, applications must be submitted to Human Resources prior to the OSA filing deadline. If not, the OSA Office will impose a late fee, which is the responsibility of the applicant.

_____ _____
Human Resources Signature *Date*