

**APPLICATION FOR STAFF TUITION ASSISTANCE AT THE UNIVERSITY OF CHICAGO**

**Please Note:** Undergraduate level courses are exempt from income tax withholding. Graduate level courses will be subject to tax withholding unless the courses taken meet the "job related" standards as defined by the IRS. **The "Statement of Job Related Tuition Remission Under Income Tax Regulation §162" must be attached.**

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Employee Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Department: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Academic Area in which you will be registered: Undergraduate: \_\_\_\_\_  
Graduate School: \_\_\_\_\_  
Professional School: \_\_\_\_\_

Number of Courses: One Day: \_\_\_\_\_ One Evening: \_\_\_\_\_  
Two Evening: \_\_\_\_\_ One Day/One Evening: \_\_\_\_\_  
Two Day: \_\_\_\_\_

Academic Status: Degree Candidate:  
Student At Large:  
Advanced Residency: \_\_\_\_\_

Full tuition amount for these classes: \$ \_\_\_\_\_

Quarter attending: Winter: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ Autumn: \_\_\_\_\_ of 20 \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**To Be Completed by the Immediate Supervisor:**

The above employee is a regular employee at the University scheduled to work 35 hours or more a week. The employee's schedule of hours is such as to permit registration for the classes above, without interference with regular duties.

Supervisor Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR BENEFITS USE ONLY:**

Department # \_\_\_\_\_ Job # \_\_\_\_\_

Date of Hire: \_\_\_\_\_

