

APPLICATION FOR STAFF TUITION ASSISTANCE AT THE UNIVERSITY OF CHICAGO

subject to tax withholding unless the courses taken meet "Statement of Job Related Tuition Remission Under	rom income tax withholding. Graduate level courses will be t the "job related" standards as defined by the IRS. The • Income Tax Regulation §162'' must be attached.	
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: Two Evening: Two Day:	One Evening: One Day/One Evening:	
Academic Status: Degree Candida Student At Larg Advanced Residency:	ge:	
Full tuition amount for these classes: \$		
Quarter attending: Winter: Spring: Sum	amer: Autumn: of 20	
Employee Signature:	Date:	
**************************************	**************************************	
	University scheduled to work 35 hours or more a week. The egistration for the classes above, without interference with	

Supervisor Signature:	Title:	Date:	
**************************************	*************************	*******	***
Department #	Job #		
Date of Hire:			



STATEMENT OF JOB RELATED TUITION REMISSION UNDER INCOME TAX REGULATION §162

I,		2	, certify to	the following facts:			
	Employee name	SS#		-			
1.	I am applying for	I am applying for tuition remission benefits for the following graduate level course(s) taken by me at					
	The University of	The University of Chicago.					
Cours	se	Course	School or	Amount of			
Numł	<u>ber</u>	<u>Name</u>	<u>Department</u>	Tuition Remission			
2.	My position at th	e University is		in the			
	Department of						
3.	Please check indi	cating which of the f	following is correct:				
	(b) The co		nese course(s) by my supermaintain or improve skill ect.				
4.	Please check one	or more of the follow	wing:				
	 (a) The course(s) will not be used to fulfill minimum requirements of my job. (b) The course(s) are part of a program of study that will qualify me for a new trade or business. (c) Neither of the above is correct 						
		red to be job-related cked <u>and</u> 4(c) is chec	if both of the following c ked.	conditions are met:			
remis subjeo	sion for graduate le	evel courses. I understation by the IRS, and	stand that the taxability of	hether to withhold taxes from tuition of tuition remission for any course is the for the payment of all taxes judged by			
Employee Signature:			¥¥¥¥¥	Date:			
		e Immediate Superv		•• • • • • • • • • • • • • • • • • • •			
I,		, the imme	diate supervisor of the ab	oove-named employee, have read the ef.			
above	e and confirm that i	t is true according to	my information and beli	ef.			

Supervisor Signature:

Date:_____