



The Tuition Remission Program provides financial assistance to Hofstra University employees, their spouses or same sex domestic partners, and their IRS dependent children. To be eligible for tuition remission, the student must meet all University admission and registration requirements. All University policies apply to tuition remission recipients. Tuition remission for employee and/or spouse is available for both undergraduate and graduate courses. In the case of an IRS dependent child, tuition remission applies only to undergraduate courses. If you are a union member you should refer to your respective collective bargaining agreement for more information regarding your tuition remission benefits limitations.

This policy provides remission for tuition only. The payment of all non-tuition charges are the responsibility of the employee as well as the recipient of tuition remission and are not covered as a benefit under this policy. All charges not covered by this policy must be paid in accordance with the terms listed in the University Bulletin and Class Schedule. Pursuant to University policy, no one can register for courses where there is a hold on an account.

Tuition remission does not apply to: the Law School, the EMBA, independent study (tutorials, graduate student teaching, graduate thesis, doctoral level course work, etc., unless required for the undergraduate degree/major) or Center for Continuing Education and Professional Advancement courses.

After four years of continuous service, full-time employees are entitled to full tuition remission coverage for his/her dependent child/children. A dependent child is defined as your biological or legally adopted son or daughter whom you claim as dependent when filing income tax. If the dependent is 23 years or older, the employee is required to provide proof of his/her dependent status (tax return).

If an employee resigns or is released during a semester, the course(s) that the employee, spouse or same sex domestic partner or dependent child is taking may be dropped without tuition remission charge. If the employee and/or spouse or same sex domestic partner or dependent child elects to continue the course(s) when the employee is no longer in the employ of the University, their tuition will be prorated for the balance of the semester.

Please note that any fraudulent documents pertaining to the relationship of your dependent status will result in immediate termination and all tuition remission received will be owed to Hofstra University.

All full-time students are required to complete the Free Application for Federal Student Aid (FAFSA) and the Tuition Assistance Program (TAP) forms on-line at <http://www.fafsa.ed.gov/> and <http://www.tapweb.org/totw/>. For further information regarding FAFSA and TAP application please contact the Financial Aid Department at 463-6677. The TAP awarded is applied as a credit against tuition remission. All employees are required to submit their tuition remission application no later than the appropriate deadlines as listed on the form. The Tuition Remission Application and Graduate Taxable Tuition Remission Application are both available on the Hofstra University portal.



# Graduate Taxable Tuition Remission Application

## APPLICANT INFORMATION

Hofstra ID	Last Name	First Name	Department
Classification <input type="checkbox"/> Full-Time Faculty <input type="checkbox"/> Full-Time Administrator <input type="checkbox"/> Full-Time Staff <input type="checkbox"/> Full-Time Plant or Public Safety Employee <input type="checkbox"/> Adjunct Faculty <input type="checkbox"/> Other (specify): _____			
Date of Full-Time Employment or Continuous Part-Time Employment		I Have Applied for FAFSA <input type="checkbox"/> Yes <input type="checkbox"/> No	

## COURSE INFORMATION

In accordance with IRS statutes, my graduate remission benefits do not qualify, and this benefit will be added to my taxable income.  
 In accordance with IRS statutes, my graduate remission benefits qualify as a non-taxable benefit, as they meet the standards of a requirement by my employer or will maintain or improve my skills needed for my work.

Graduate Program	Semester or Session <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> January <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II <input type="checkbox"/> Summer III
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Department & Course No.	Section	Course Title	Sem. Hrs.	Days	Time To
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Course Description

Describe how this course pertains to your current position

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Department & Course No.	Section	Course Title	Sem. Hrs.	Days	Time To
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Course Description

Describe how this course pertains to your current position

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The Tuition Remission credit will be applied to your account **after the third week** of the semester. The deadlines for submitting the Tuition Remission and Graduate Taxable Tuition Remission forms are as follows:  
Semester - Deadline  
 Winter and Spring - Jan. 1  
 Summer I, II, III and Fall - Apr. 1

Employee Signature	Employee Title	Phone Ext.	Date
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Manager's Name & Title (Print)	Manager's Signature	Phone Ext.	Date
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