



TUITION WAIVER REQUEST FORM
 Part -Time Faculty Members
 Fall 2022

PLEASE PRINT CLEARLY

Name (Last, First, MI)	Department
University ID # ("N...")	University E-Mail address

This course is for: Self Spouse* Domestic Partner* Dependent Child*

* Please see the following page for required supporting documentation

Is this individual enrolled in a degree program? YES NO

If yes, check one: BA BFA AAS MS MA PHD MFA

If you checked anyone other than "Self" please provide:

Dependent's Name: _____ Date of Birth: ____/____/____ Gender: ___M ___ F ___Prefer not to Answer

If you checked "Dependent Child" please enter the child's age: _____

Dependent's SS# or New School ID # (if applicable): _____

I wish to apply the following courses that I taught or are teaching this semester toward this benefit:

Fall 2022	Summer 2022	Spring 2022	Fall 2021	Summer 2021	Spring 2021	Fall 2020
CRN	CRN	CRN	CRN	CRN	CRN	CRN
CRN	CRN	CRN	CRN	CRN	CRN	CRN
CRN	CRN	CRN	CRN	CRN	CRN	CRN
CRN	CRN	CRN	CRN	CRN	CRN	CRN

I wish to request tuition waiver benefits for the following courses:

Subject , Course # and Section or CRN#	# of Credits	Course Start Date	Course Level
		___/___/___	<input type="checkbox"/> CE <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Cert/Audit
		___/___/___	<input type="checkbox"/> CE <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Cert/Audit
		___/___/___	<input type="checkbox"/> CE <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Cert/Audit
		___/___/___	<input type="checkbox"/> CE <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Cert/Audit
TOTAL CREDITS:			

Employee Signature _____ Date _____

There is a 1-3 days minimum processing time frame for all requests.
 The Office of Human Resources will contact you once processing is complete.

Tuition Waiver Program Information

- Part-time faculty is eligible to participate in this program on their date of hire
- The Tuition Waiver benefit is issued on the basis of one course for every course taught. Courses must be taken in the same semester/session earned on a space available basis (excluding “income sharing” courses), or the next fall, spring, or summer semester/ session, provided you have not voluntarily left the university. Courses that were scheduled but cancelled by you cannot be considered as courses taught. Note; for a dependent child enrolled as a full time student, one class taught by the Part-time faculty member will cover all courses up to the full-time per-term tuition rate for the degree program that the dependent is enrolled in (refer to our webpage <http://www.newschool.edu/registrar/tuition-and-fees/> for details). Additional courses taken will require the part-time faculty member to use additional CRNs.
- Your spouse, domestic partner (same- or opposite-sex), or dependent children are eligible for remission of tuition and fees. At the time you are submitting a tuition waiver request for a dependent you must provide:
 - For a spouse: you must provide a copy of your marriage certificate
 - For a domestic partner: you and your partner must complete and you must provide The New School’s Statement of Domestic Partnership found at www.newschool.edu/hr/forms within the “Benefits Forms and Documents” section (along with the required supporting documentation as described in the Statement)
 - For a dependent child(ren) up to the age of 24: you must provide a copy of the child(ren)’s birth certificate(s) and your latest Form 1040. *(Please note that your child(ren) must be claimed as a dependent for federal income tax purposes to qualify for the tuition waiver benefit.)*
- Tax liability information:
 - For you:
Under the current law, the graduate-level tuition waiver benefits you receive in excess of \$5,250 in a calendar year are subject to federal and state taxation (will be applied to your pay and reported as income).
 - For your spouse:
Under the current law, the total amounts of graduate-level tuition waiver benefits received by your spouse are subject to federal and state taxation (will be applied to your pay and reported as income).
 - For a domestic partner
Under the current law, the total amounts of tuition waiver benefits received by a domestic partner are subject to federal and state taxation (will be applied to your pay and reported as income).
 - For your child(ren):
Under the current law, the total amounts of graduate-level tuition waiver benefits received by your child(ren) are subject to federal and state taxation (will be applied to your pay and reported as income).