

THE NEW SCHOOL

TUITION WAIVER REQUEST FORM

Full-Time Faculty, Non-Union FT & PT Administrative Staff, 1205 Professional and SHENS
("Employee")

PLEASE PRINT CLEARLY

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

Employee Classification: FT Faculty Non-Union FT & PT Admin Staff 1205 Professional SHENS

Is the individual for whom you are requesting tuition waiver enrolled in a degree program? YES NO

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

This course is for: Self Spouse Domestic Partner Child

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

Full Name: _____ Date of Birth: ___/___/___ Gender: ___M ___F___ Prefer not to answer
SS# or New School ID # (if applicable): _____

Also if you checked "Dependent Child" please indicate:

Child's age: _____
(if applicable): _____

Child's New School ID #

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
The tuition Waiver policy only allows for two courses per semester, except for the MFA program, If you are requesting an additional course please see below for further requirements, including your Department Head/ Dean's approval and signature.			
		___/___/___	<input type="checkbox"/> CE <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Cert/Audit
TOTAL CREDITS:			

Employee Signature _____ Date _____

Other required Signature, if applicable:

*if you are taking a course that meets during normally scheduled work hours your immediate supervisor must sign off on your request below.

Supervisor's Signature _____ Date _____

**if you are requesting more than the two courses allowed under the University Policy, please indicate in the space below why you are making the request so your Department Head/ Dean can review:

Reason I am requesting to take more than the two courses maximum:

Department Head/ Dean: I understand that I am recommending my employee to be allowed to take more than the two courses maximum plan, and I understand that no additional resources will be approved to cover any work that the employee is not able to perform due to their increased course load.

Department Head/ Dean 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.

Qualifying Dependent Child Determination Worksheet

<p>1. How old will your child be on the first day of the tuition waiver semester?</p>	<p><input type="checkbox"/> under 24 years</p> <p>Go to question 2.</p>	<p><input type="checkbox"/> 24 years or older.</p> <p>Stop, the total amount of tuition and mandatory fees will be considered taxable income to you.</p>
<p>2. Is the child registering for undergraduate or continuing education (non-degree) courses?</p>	<p><input type="checkbox"/> Yes</p> <p>Go to question 3.</p>	<p><input type="checkbox"/> No.</p> <p>Stop, the total amount of tuition and mandatory fees will be considered taxable income to you.</p>
<p>3. Will your child be a U.S. citizen or resident of the U.S., Canada or Mexico during the tuition waiver tax year?</p>	<p><input type="checkbox"/> Yes</p> <p>Go to question 4.</p>	<p><input type="checkbox"/> No.</p> <p>Stop, the total amount of tuition and mandatory fees will be considered taxable income to you.</p>
<p>4. Will your child file a "married filing jointly" tax return for the tuition waiver tax year?</p>	<p><input type="checkbox"/> No</p> <p>Go to question 5.</p>	<p><input type="checkbox"/> Yes.</p> <p>Stop, the total amount of tuition and mandatory fees will be considered taxable income to you.</p>
<p>5. Do you expect your child to provide less than half of his/her total support during the tuition waiver tax year?</p> <p>Go to http://www.irs.gov/pub/irspdf/p501.pdf for more information and use the worksheet on page 16 for further clarification.</p>	<p><input type="checkbox"/> Yes</p> <p>Go to question 6.</p>	<p><input type="checkbox"/> No.</p> <p>Stop, the total amount of tuition and mandatory fees will be considered taxable income to you.</p>
<p>6. Except for temporary absences, including being away from home for college, do you expect your child to live with you for more than half of the tuition waiver tax year?*</p> <p>Go to http://www.irs.gov/pub/irspdf/p501.pdf on page 14 for additional information.</p>	<p><input type="checkbox"/> Yes</p> <p>Go to question 7.</p> <p><input type="checkbox"/> No, but I am divorced or separated from my child's other parent and the four statements on page 14 of http://www.irs.gov/pub/irspdf/p501.pdf are true.</p> <p>Go to question 7.</p>	<p><input type="checkbox"/> No.</p> <p>Stop, the total amount of tuition and mandatory fees will be considered taxable income to you.</p>
<p>7. Do you expect to claim your child as a dependent on your federal tax return for the tuition waiver tax year?</p>	<p><input type="checkbox"/> Yes</p> <p>Skip question 8 and go to #9.</p>	<p><input type="checkbox"/> No.</p> <p>Go to question 8.</p>
<p>8. If you do not expect to claim your child as a tax dependent, could you do so except for a divorce decree or other exemption sharing arrangement?</p> <p>Go to http://www.irs.gov/pub/irspdf/p501.pdf for more information under the "Children of divorced or separated parents" section on page 14.</p>	<p><input type="checkbox"/> Yes</p> <p>Go to #9.</p>	<p><input type="checkbox"/> No.</p> <p>Stop, the total amount of tuition and mandatory fees will be considered taxable income to you.</p>
<p>9. Based upon your responses, there is no tax liability for tuition and mandatory fees for your child for the courses requested on this waiver form.</p>		

** The time your child lives in either on-campus or off-campus housing, while taking classes, counts as time living with you. Living in student housing for 6 months or more therefore is counted as an equivalent amount of time spent living with you.

SIGNATURES

My signature acknowledges that I have read, understand, and agree to comply with the Tuition Waiver Plan Policy found at <http://www.newschool.edu/human-resources/tuition-waiver-plan/>. I am eligible for this waiver and understand that my eligibility will be confirmed by the university. If my eligibility cannot be confirmed, I acknowledge my responsibility for tuition and mandatory fees (excluding health service fees). If I am requesting tuition waiver for a dependent, I have provided proof of our relationship. I also understand the potential tax implications. Employee's Signature: _____ Date : _____