



# WAGNER COLLEGE

## TUITION REMISSION APPLICATION

This application must be presented for approval to the Office of Human Resources.  
A new form must be completed for each semester/session.

<b>Academic Year: 20</b> _____	
<b>Semester for which TR is requested</b> (enrollment term) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer _____	
<b>Employee Name:</b> (Last Name, First Name)	<b>Student Name:</b> (Last Name, First Name)
<b>Employee SSN:</b>	<b>Student SSN:</b>
<b>Employee Date of Hire</b> ____/____/____ Month/Day/Year	<b>Student is</b> <input type="checkbox"/> Employee <input type="checkbox"/> Employee's Spouse <input type="checkbox"/> Employee's Dependent
<b>Employee Status:</b> <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Faculty	<b>Student's Date of Birth:</b> ____/____/____ Month/Day/Year
<b>Employee's Position:</b> _____	<b>Student Enrollment Status:</b> <input type="checkbox"/> Undergraduate ( <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior)  <b>Number of Courses:</b> _____  <b>Number of Credits/Units:</b> _____  <b>Student's GPA:</b> _____
<b>Employee's Department:</b> _____	
<b>Employee's Extension:</b> _____	
<b>Employee's E-Mail:</b> _____	
<b>Other Students Who Used/Are Using this Employee's TR Benefit.</b>	
<b>#1 Name:</b> (Last Name, First Name) _____	
<b>#2 Name:</b> (Last Name, First Name) _____	

I hereby certify that:

1. I have read and understand Wagner College's tuition remission policy and guidelines and will abide by them;
2. The employee/student meet all the criteria needed to receive Wagner College's Tuition Remission benefit;
3. I agree to pay for any and all fees not covered by the Tuition Remission Policy and for the value of studies taken beyond the dollar limits provided by this benefit.
4. The information given above is accurate.

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

### APPROVALS

<b>Supervisor's Name</b>	<b>Supervisor's Signature</b> (For Employee TR only):	<b>Date:</b>
<b>Vice President's Name:</b>	<b>Vice President's Signature</b> (For Employee TR only):	<b>Date:</b>
<b>HR Name:</b>	<b>HR Signature:</b>	<b>Date:</b>

## TUITION REMISSION POLICY

All full-time personnel become eligible for Wagner College tuition remission according to the following schedule.

- Upon completion of six (6) months of employment the employee is eligible for up to one (1) full tuition equivalent (FTE). This FTE may be used for the employee's spouse or dependent if the employee does not use it for themselves.
- Upon completion of three (3) years of employment, the employee is eligible for up to three (3) FTEs for self, spouse and dependents per academic year.
- An employee who uses the tuition remission benefit for themselves may not take more than 2 courses in a term, nor may they take more than 5 courses in a calendar year.

Tuition Remission will have a lifetime benefit limit of three (3) FTEs for each employee. An FTE (Full Time Equivalent) tuition remission benefit may not be apportioned among individuals. Thus, the maximum number of individuals receiving this benefit shall be three (3) matriculants per employee benefit.

The FTE tuition remission benefit is defined as the dollar amount charged, in a given academic year, to full-time undergraduate students for tuition not including fees, room or board. Tuition Remission for spouses and dependents will only be offered for undergraduate courses. Effective immediately, Tuition Remission for graduate courses will only be covered if it is for the employee him/herself.

Tuition remission benefits will be granted for the employee, spouse and tax-eligible dependents, only if the following criteria are met:

1. The employee has been employed the minimum length of employment for the benefit.
2. The employee, spouse and/or dependent must be academically qualified and admitted to a credit-granting program administered by the College, under standard admissions criteria; that is, he/she would have been among the admitted from all applicants in blind admissions competition.
3. The employee has completed and submitted the necessary tuition remission form to the Office of Human Resources.
4. The employee has completed and submitted the necessary Financial Aid forms to the Financial Aid Office. It is understood that all New York State and/or federal awards, or scholarships for which the employee's spouse or dependent(s) may be eligible shall be applied toward tuition charges.

All tuition remission students must maintain a minimum 2.25 GPA. If the cumulative GPA of a tuition remission student drops below the 2.25, the applicable student must pay full tuition until the cumulative GPA exceeds 2.25.

Summer tuition remission is available to employees and dependents only where the class capacity has not been filled.

Any employee desiring to take advantage of the tuition remission benefit for themselves, may do so only if it does not interfere with the employee's work schedule and responsibilities. Employees taking classes at any time must have the written approval of their immediate supervisor and the vice president of the area to which they report each time they enroll in a course.

You should note that tuition remission for graduate studies is generally a taxable benefit. You should consult with your tax advisor for further details.

There will be no tuition remission available for the Semester Abroad, the Executive MBA, the Accelerated MBA, Expanding Your Horizons (EYH) and the Physician Assistant Programs.

Students who are on tuition remission are eligible to apply for study abroad programs. However the requirements of each program may be different. In some cases, the student will receive remission of Wagner tuition charges but may be required to pay the fee to the foreign university for the cost of the program. Please check with Human Resources/the Provost's Office on the specific costs of each program for which the student will be responsible.

Only those sons and daughters included on your most recent Federal Income Tax Form 1040 are considered dependents. The Office of Human Resources reserves the right to request proof of same, before approving tuition remission benefits.

Once this policy is enacted, it will apply to all employees. However, if an employee has a hire date prior to adoption of this policy and is eligible for more than 3 FTE through a prior policy, that employee will continue to be eligible for more than 3 FTE provided their beneficiaries beyond 3 FTE are currently enrolled. If an employee is eligible for more than 3 FTE under a prior policy, has used 3 FTE to date, and has no dependents currently enrolled, that employee will be subject to the new policy immediately