



APPLICATION FOR TUITION REMISSION

EMPLOYEE

Email completed form to mmagallanes@whittier.edu

Full time employees (those maintaining a regular work schedule of 32 hours per week, or full time faculty status) are eligible for the Whittier College and Whittier Law School tuition remission program for undergraduate and graduate courses upon their hire date. The number of classes is limited to one (1) class per day during the employee’s regular work hours, with a maximum of two (2) courses per semester. Class attendance must not interfere with normal department operations. Participation must be approved by the employee’s immediate supervisor and the Human Resources Department. All employees must be admitted in accordance with regular College admission policies and procedures. Per IRS guidelines (Publication 970 and IRS Code 127) tuition remission for graduate tuition is to be counted as taxable income to the employee. Graduate level courses, those beginning at the 500 series, are subject to taxation. International study is excluded. No fees are covered by tuition remission. Examples of fees include, but are not limited to, application fees, transcript fees, room and board fees, international programs, graduate programs, teaching fees, overload fees, and music fees. The Tuition Remission benefit may impact Financial Aid funding.

NOTE: All participants must receive a passing grade in their coursework to be eligible for these educational benefits. Participants who withdraw must do so within the published deadlines. Those who withdraw after the deadline or do not receive a passing grade will be responsible for the payment of tuition.

Applications for Tuition Remission must be submitted to the Human Resources Office no later than the end of the first week of class. This form is valid for one semester only. A new form must be submitted for each semester that the employee is enrolled. By signing the application below, you acknowledge that you understand and will abide by the terms of the Tuition Remission Policy.

College Employee Name (please print): \_\_\_\_\_

Student ID#: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Campus Location: Whittier College

Class Level (circle one): Freshman Sophomore Junior Senior

Graduate Professional Development

Table with 3 columns: COURSE NUMBER AND TITLE, UNITS, SCHEDULE. Two empty rows for data entry.

use additional sheet if necessary

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Human Resources use only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_