

Office of Human Resources ±Benefits
MCW Graduate School Tuition Course Approval / Authorization Form

A full or partial tuition benefit may be available pursuant to Policy # HR.BN.130 to full time and full Professional Effort Faculty, Instructors, Post Doctoral Fellows and full time exempt and non-exempt Staff. Approval must be obtained to complete the registration process. Any tax liability, if applicable under IRS Code, is the responsibility of the employee.

This benefit is for Tuition ONLY. The maximum pre-tax benefit is determined by Section 127 of the Internal Revenue Code and will be offset by the Staff Tuition Reimbursement Policy for exempt and non-exempt Staff.

FORM MUST BE SUBMITTED PRIOR TO COMPLETION OF REGISTRATION

Section 1 Course Approval

(Please Print)

Name: _____
Employee ID Number: _____
Home Address: _____

Department: _____
Title: _____
Employee Status (circle): Full Time or Full Professional Effort
Name of Degree (if applicable): _____

Course Number and Title: _____
Number of Credits/Cost of course: _____ / _____
Dates of Course: from _____ to _____
Time of Day: from _____ to _____

Course Number and Title: _____
Number of Credits/Cost of course: _____ / _____
Dates of Course: from _____ to _____
Time of Day: from _____ to _____

Section 2 Office of Human Resources/Benefits Approval

Staff Tuition (Policy HR.BN.100)

Approved (subject to reimbursement caps)
Amount Approved: _____

Benefits Representative Signature

Benefits Manager Signature

Tax Determination:

Not Taxable through MCW

Payroll/Tax Specialist Signature

MCW Graduate School Benefit (Policy # HR.BN.140)

Amount Approved: _____

Date

Date

Taxable Amount \$ _____

(If the taxable amount is \$500 or less, the taxation will occur on one payroll: _____)

(Monthly Paid) Taxed on the following payrolls:

(Semi-Monthly Paid) Taxed on the following payrolls:

Taxable Benefit each payroll: \$ _____

Date