

TEACHERS COLLEGE, COLUMBIA UNIVERSITY

APPLICATION FOR TUITION EXEMPTION

After form is completed, please deliver to Human Resources – 120 Whittier

Student's Last Name _____ First _____ TC ID _____

I am applying for _____ points of tuition for the _____ term of 20_____, to which I am entitled under the tuition exemption benefit policy of Teachers College. I understand that I am required to pay the Teachers College Fee and all special fees at the time of registration and that my tuition is prorated if I do not work an entire term.

I (or my spouse/dependent) am eligible for tuition exemption based upon my status as (please check one):

Full-Time Employee Part-Time Employee

Date of Employment: _____ / _____ / _____

Note: Record first date of *continuous* employment at TC.

Position Title: _____ Department: _____

I (the student) understand that **part-time employees must use the tuition exemption during the term employed with a maximum allowable tuition exemption of 3-5 points per semester. The number of eligible credits is dependent on continuous TC employment hire date.** Fee-based/studio courses are not eligible for tuition exemption (ex: music lessons, photography, ceramics, painting, art, printmaking, etc). **Please contact Human Resources, 120 Whittier (Ext. 3175, hr@tc.edu), with any further questions you may have.**

I (the TC employee) understand that I may be subject to federal, state, and local taxes and that such taxes will be withheld from my salary for the tuition exemption benefits granted by Teachers College to my spouse, my children, or me. I attest that this student is my dependent according to Internal Revenue Service guidelines. See www.IRS.gov.

Signature of **Student**

Signature of **Employee** (if employee is not the student on form)

Student **phone #**

Employee's **TC ID**

Student **email address**

Employee's **Department**

Student is: (Check one)	Course No.	# of Pts.	Name, Day and Hour (FT Staff See *)
<input type="checkbox"/> TC Matriculating Std	_____	_____	_____
<input type="checkbox"/> TC Non-Matriculating Std.	_____	_____	_____

Student is: (Check one)

TC Employee

TC Employee's Spouse

TC Employee's Child

How many tuition exemption points did you use within the current academic year (Sept. – Aug.)?

Fall 20____ points Spring 20____ points

Summer A 20____ points Summer B 20____ points

EXEMPTION STATUS: COMPLETED BY SUPERVISOR AND HUMAN RESOURCES

Department Budget Index # _____ TOTAL # PTS EXEMPT _____ TOTAL \$ AMOUNT _____

*****Human Resource Office Approval:**

____ *FT worktime release for courses

____ Dependents, Spouse

____ Prorated \$ amount for _____ months of semester

____ Past deadline Date: _____

Signature of Supervisor

Date

phone ext.

Signature of HR Representative
Revised 3/13

Signature of Student Accounts Processing Representative