

**TUITION REMISSION APPLICATION FOR NYU SCPS NON-CREDIT COURSES**  
For Current Full-Time NYU Employees only: Administrative/Professional (100), Faculty (102), Professional Research (103), Technical (104), Office (106), Service (107)

*This form is to be used to apply for tuition remission by all eligible current New York University employees for SCPS Non-Credit Courses only. All other tuition remission transactions are processed on-line at [www.home.nyu.edu](http://www.home.nyu.edu) by clicking on the Work tab. **Exclusions:** The benefit does not extend to temporary employees, visiting faculty or fellows, post-doctoral researchers, part-time employees, NYU Medical School employees or those in object codes other than 100, 102, 103, 104, 106, or 107.*

**Instructions to all employees:**

1. **Read the Tuition Remission policy on the Human Resources website by going to [www.nyu.edu/hr/policies](http://www.nyu.edu/hr/policies).**
  - If you do not have access to the internet contact the Human Resources Officer for your unit regarding the policy.
2. **Complete the form below and obtain approval from your Human Resources Officer. Note:**
  - If you are requesting **100% tuition remission for a job related course**, you must also submit a **100% Tuition Remission for Job Related Non-Credit SCPS Courses form** with this application. The form is located on the Human Resources website at [www.nyu.edu/hr/forms](http://www.nyu.edu/hr/forms) and is listed as "Tuition Remission 100% for Job Related Non-Credit SCPS Courses." Your Supervisor should complete and sign the form and your Human Resources Officer must approve and sign the form.
3. **Submit this Tuition Remission Application for NYU SCPS Non-Credit Course form and the 100% Tuition Remission for Job Related Non-Credit SCPS Courses form (if applicable) to SCPS Registration in-person or by mail at 145 Fourth Avenue, room 214.**

Employee - Last Name	Employee - First Name	MI	NYU ID#	
Yr: 20__ __   <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer				
Course #	Course Title	Day(s)	Time-start/end	TR Equivalent Points
Total TR Equivalent Points: _____				
<i>I have read the above instructions and the tuition remission policy on the HR website. I attest that I am eligible to use tuition benefits for the courses noted. I agree that if it is subsequently found that I am not eligible for this remission, I will pay the full tuition &amp; fees.</i>				
<b>Employee Signature</b>			<b>Date</b>	<b>Ext</b>

**CHECK OR ENTER THE INFORMATION BELOW:**  
 100  102  103  104  106  107    Enter the **NYU** employment date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Enter the chartfield(s) to which the tuition should be charged:

Account	%	Account	Fund	Org	Program	Project
Account 1						
Account 2						

*I have verified that this employee is eligible for the tuition remission detailed above and has completed the applicable waiting period for tuition remission. The above program will not interfere with the employee's official duties. I have a written adjusted work schedule (for 104/106/107 applicants) if the courses conflict with the applicant's regular work hours.*

**HR Officer (or Dean) Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SCPS Registration Office Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(145 Fourth Avenue, room 214)

To be completed by the Bursar's Office										Pay Cycle
Remission Subcode	Type	SIS YR	SIS Term	FG	Acct	AU-School	CD/FD	Amount		
7_ _ _ _	1-1-4	20_ _	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	2	199	440	543	\$ _ _ _ _ . _ _		<input type="checkbox"/> B1 <input type="checkbox"/> M1 <input type="checkbox"/> W1