

**TUITION REMISSION APPLICATION****INSTRUCTIONS FOR RETIRED FULL-TIME NYU EMPLOYEES, FORMER EMPLOYEES AND FAMILY**

**Exclusions:** The benefit does not extend to temporary employees, visiting faculty or fellows, post-doctoral researchers, part-time employees or those in object codes other than 100, 102, 103, 104, 106, or 107.

*This form is to be used to apply for NYU tuition remission by all eligible former New York University employees at Washington Square and their spouses, registered same-sex domestic partners or children. Former employees and their spouses, registered same-sex domestic partners or children may be eligible to use this benefit if the former employee is deceased or left the University due to retirement, layoff or total and permanent disability – consult the Tuition Remission policy details on the Human Resources Web site at [www.nyu.edu/hr](http://www.nyu.edu/hr).*

**1. Read the Tuition Remission policy**

- To view or print a copy of the current tuition remission policy, go to the Human Resources Web site at [www.nyu.edu/hr](http://www.nyu.edu/hr)
- If you do not have access to the internet contact the NYU Human Resources Benefits Office to see the policy

**2. Complete the form and obtain approvals**

- 3. Submit your Tuition Remission Application to the Bursar's Office (25 West 4<sup>th</sup> Street, 1fl) for processing after registering. *Note: For SCPS non-credit courses submit your Tuition Remission Application to SCPS Registration by mail or in-person along with your registration request.***

***Documents You May Be Required To Provide With This Form***

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ <b>Proof of relationship is required</b> (e.g., marriage certificate, birth certificate showing name of parent and child, adoption papers, domestic partner registration and affidavit). Relationship documents must be presented to the NYU Human Resources Division, Benefits Office at 7 E. 12<sup>th</sup> Street 2fl, prior to or at the time approval of this application is requested.</li> <li>▪ You may be required to provide <b>proof of dependency</b> such as a tax return if the tuition remission application is for a child.</li> <li>▪ If you are applying for tuition benefits under <b>special student status</b>, you must submit a letter from the school you will be attending with the Tuition Remission Application. The letter must verify that the courses being taken are required prerequisites for matriculation in the degree program or that matriculation is pending due to an incomplete application.</li> </ul> | <ul style="list-style-type: none"> <li>▪ If you are a <b>Visiting Summer Student</b> (only for dependent children) you must include a letter from the school in which you are matriculated, indicating that the specific courses on this application will be accepted towards the completion of your undergraduate degree.</li> </ul> <p style="text-align: center;"><i>Note: You are only eligible to use tuition remission as a visiting (non-matriculated) student during the summer</i></p> |
|--|---|

The tuition remission policies and forms are available on the Human Resources Web site at [www.nyu.edu/hr](http://www.nyu.edu/hr)

# TUITION REMISSION APPLICATION FOR RETIRED FULL-TIME NYU EMPLOYEES, FORMER EMPLOYEES AND FAMILY

Administrative/Professional (100), Faculty (102), Professional Research (103), Technical (104), Office (106), Service (107)

Student - Last Name	Student - First name	MI	Student ID#	
Former NYU Employee - Last Name	Firs	MI	Employee ID#	Object Code
Month/Year of Separation from NYU ____/____	Student Relationship to Employee: <input type="checkbox"/> Self <input type="checkbox"/> Child <input type="checkbox"/> Spouse/Same Sex Registered Same-Sex Domestic Partner			

**Check one:**

- Currently matriculated for an NYU degree; indicate school \_\_\_\_\_  
Anticipated degree  AAS/AA  BS/BA/BFA  MS/MBA/MA  PhD  other (specify) \_\_\_\_\_
- Prospective NYU student, (not matriculated yet) in which NYU school have you applied? \_\_\_\_\_
- Visiting summer student (dependent child only), a letter from school in which student is matriculated must be attached
- Student taking **Non Credit** courses at SCPS – 80% remission (only available to eligible former employees).

In which NYU school will courses be taken? \_\_\_\_\_ Year: 20\_\_ \_\_  Fall  Spring  Summer

Course #	Course Title	Day(s)	Time-start/end	*Credits

**Total Credits/\* TR Equivalent Points:** \_\_\_\_\_

*I have read the attached instructions and the tuition remission policy on the HR Web site. I attest that I am eligible to use tuition remission for the courses noted. I agree that if it subsequently should be found that I am not eligible for the remission involved, I will pay the full tuition and fees.*

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Human Resources Division** (7 East 12<sup>th</sup> Street, 2fl) \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of SCPS Registration Office** - for all SCPS non-credit courses (145 Fourth Avenue, room 214) \_\_\_\_\_ **Date** \_\_\_\_\_

The tuition should be charged to the following chartfield:

Account					Fund		Org					Program				Project												
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5													

**To Be Completed by Bursar's Office** (25 West 4<sup>th</sup> Street, 1fl)

(Collect 20% tuition on authorized "X" courses, allow 80% remission)										Pay Cycle	
Rem Subcode	Type	SIS YR	SIS Term			FG	Acct	AU-School	CD/FD	Amount	<input type="checkbox"/> B1
U <input type="checkbox"/> 70008	1-1-4	0 ____	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	2	199	_____	543	\$ _____ . ____	<input type="checkbox"/> M1
G <input type="checkbox"/> 70007			<input type="checkbox"/> W1								

Student

Central Administration