

Statement of Job Relatedness PRE-APPROVAL

for Employee Graduate Tuition Remission Required Under Income Tax Regulations

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

Employee -Last Name, First Name	NYU ID#
Job Title	School/Division

Summarize job description to establish job relatedness for each course. Attach additional documentation if necessary:

I certify that I am currently matriculated in the following graduate-level degree program at NYU:		
School	Program Name	Anticipated Degree

I am requesting the courses listed below be considered job related.

Fall Spring Summer Year 20 __ __

Course #	Course Title	Number of Credits
One of the following conditions apply to the above course:		
<input type="checkbox"/> The education maintains or improves skills needed in my current job <input type="checkbox"/> The education is required by the University or the law to keep my present salary, status or job and the education serves a bona fide business purpose at the University		
The following two conditions do not apply to the above course:		
1) The education is needed to meet the minimum educational requirements of my current job, and 2) The education will qualify me for a new trade or business		

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This information is submitted to enable the University to determine whether to withhold taxes from tuition remission for graduate level courses prior to enrollment. Submission of this pre-approval form does not constitute an application for tuition remission or the tax exemption benefit; it is for my information only. I understand that a separate Statement of Job Relatedness must be submitted and approved to receive any tax exemption.

Employee Signature	Date
The above courses are pre-approved for graduate job related tuition remission tax exemption.	
Supervisor's Signature	Date