

TUITION REMISSION APPLICATION FOR NYU SPS NON-CREDIT COURSES
For Current Full-Time NYU Employees only: Administrative/Professional, Faculty, Professional Research,
Technical, Office, Service Staff

*This form is to be used to apply for tuition remission by all eligible current New York University employees for SPS Non-Credit Courses only. All other tuition remission transactions are processed on-line at 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.**
 - 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 SPS Courses form** with this application. The form is located on the Human Resources website at www.nyu.edu/hr and is listed as "Tuition Remission 100% for Job Related Non-Credit SPS 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 SPS Non-Credit Course form and the 100% Tuition Remission for Job Related Non-Credit SPS Courses form (if applicable) to SPS Registration in-person or by mail at 7 E. 12th St. 1st Floor.**

Employee - Last Name	Employee - First Name	MI	NYU ID#
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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 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 & fees.

Employee Signature	Date	Ext
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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/HR Representative (or Dean) Signature	Date
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SPS Registration Office Signature (7 E. 12th St., 1st fl.)	Date
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To be completed by the Bursar's Office										Pay Cycle <input type="checkbox"/> B1 <input type="checkbox"/> M1 <input type="checkbox"/> W1
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	\$_____ • ____		