



# Tufts University Tuition Remission Application

Print Form

Has the student completed a bachelors degree?

Y  N

If Yes Taxation may apply. See next pages for details.

All applicants must review the policy and procedures on subsequent pages. Instructions include specifics for first time applicants and add & drop procedures for all Tufts schools.

Semester \_\_\_\_\_ Year \_\_\_\_\_ Campus/Program \_\_\_\_\_

## EMPLOYEE INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Tufts Employee/Student ID Number \_\_\_\_\_ Date of Birth (mm/dd/yy) \_\_\_\_\_ Email Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Gender: Female Male Other Citizenship: US Citizen US Permanent Resident H-1B Visa holder Other

## STUDENT INFORMATION (if Employee is not the Student)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Student ID Number \_\_\_\_\_ Date of Birth (mm/dd/yy) \_\_\_\_\_ Relationship to Employee \_\_\_\_\_ Email Address \_\_\_\_\_

Gender: Female Male Other Citizenship: US Citizen US Permanent Resident H-1B Visa holder Other

**HAS THE STUDENT:** Ever taken a course at Tufts? Y N If yes, most recent enrollment? (semester/year) \_\_\_\_\_

Been admitted to a degree program at Tufts? Y N If yes, when? (mm/yy) \_\_\_\_\_ To which program? \_\_\_\_\_

Earned a degree from Tufts? Y N If yes, when? (mm/yy) \_\_\_\_\_ Degree earned? \_\_\_\_\_

## COURSE INFORMATION *only required for non-matriculated (non-degree) students.*

Call #	Course #	Course Title	Instructor Signature
_____	_____	_____	_____
Call #	Course #	Course Title	Instructor Signature
_____	_____	_____	_____

I agree that the above information is accurate and true to the best of my knowledge and that I have read and understand the procedures and policies on subsequent pages.

Employee Signature

Date

Supervisor Signature (for employee application only)

Date

Supervisor Printed Name

Email completed form to: [tuitionremissionapplication@tufts.edu](mailto:tuitionremissionapplication@tufts.edu)  
 Must be submitted to Student Services by due dates on the next page.  
 A new application is required for every semester.

The additional pages in this document include details about the Tuition Remission benefit, and the Tax Exclusion Form, if applicable.

### Questions?

- \* For questions regarding **registration, tuition and billing** contact Student Services 617.627.2000
- \* For questions regarding **Tuition Remission eligibility** or **taxation** contact Tufts Support Services 617.627.7000
- \* The Full Plan Guide and details can be found on the [Tuition Remission website](#)

# Tuition Remission

Eligible employees may take a course(s) or pursue a degree or certificate program at Tufts University. In addition, eligible spouses, qualified domestic partners, and dependents may participate in this program. Eligibility details can be found on the [Tuition Remission website](#).

All eligible employees and their eligible dependents interested in taking classes at Tufts University, under the guidelines of the Tuition Remission Policy, must do the following:

## 1. Complete the [Tuition Remission Application form](#) (required every semester)

### **First time dependent applicants: Employees must provide documentation to prove dependency (birth certificate, marriage certificate, or Affidavit of Qualified Domestic Partnership)**

to TSS either via [TSS Online Request secure upload](#), via mail/campus mail/walk-in (TSS, 62-R Talbot Avenue, Medford, MA 02155, Attn: HR Tuition Remission) or via fax to TSS (617-627-7001); email is not encrypted and therefore not advised.

## 2. Send the completed [Tuition Remission Application form](#) with the required signatures to Student Services via email: [tuitionremissionapplication@tufts.edu](mailto:tuitionremissionapplication@tufts.edu)

**The deadlines for submitting a Tuition Remission Application Form are as follows:**

### **Non-Matriculated Students (non-degree):**

- Fall and Spring semesters, the deadline to submit a Tuition Remission Application form is by the end of the first week of classes.
- Summer semester, the deadline to submit a Tuition Remission Application form is prior to the start of the classes.

### **Matriculated Students (degree):**

- Fall and Spring semesters, the deadline to submit a Tuition Remission Application form is by the due date of the bill.
- Summer semester, the deadline to submit a Tuition Remission Application is prior to the first day of the classes for the session.

**The Tuition Remission Application form must always be submitted to cover the tuition charge on the bill (fees are not covered). In some cases additional steps are required to register for courses. Please see the notes below for the registration process for each school/campus.**

### **Non-Degree Students:**

**Must obtain instructor's approval before submitting the Tuition Remission Application form to Student Services.** The instructor is certifying that space is available for the student and that the student has been accepted into the course(s). The instructor may request the student wait until the first day of classes to confirm availability.

### **Notes:**

- Non-Degree students will not be considered eligible for Tuition Remission benefits until all appropriate signatures have been obtained and the applicable forms returned to Student Services.
- Eligible dependent children who have not been formally admitted to Tufts University may take up to two courses during the summer semester only. (Although there are two sessions, it is considered one semester.)
- Non-Degree students may pre-register for Summer Session courses only. Fall and Spring sessions are still subject to the guidelines noted above for Non-Degree students.

## How to register for a course:

### Non-degree Students

- AS&E (Fall and Spring): Enter course information on the Tuition Remission Application form and obtain Instructor approval to join the course via instructor signature on the form or an attached written permission from the instructor. Course information can be found on SIS at [go.tufts.edu/sis](http://go.tufts.edu/sis). You will be registered for the course AFTER the term begins by the school's registrar office.
- AS&E (Summer): Enter course information on the Tuition Remission Application form to join the course. Instructor approval is NOT required before the start of the term. Dependent children should still register directly with the Summer Session. Registration information can be found at <http://ase.tufts.edu/summer>. The Summer Registration Fee is NOT covered by Tuition Remission.
- Fletcher (Fall and Spring): Submit a completed Tuition Remission Application form and a Cross-Registration form.
- Fletcher (Summer): Register directly with the Fletcher School and submit the Tuition Remission Application form BEFORE the term begins.
- Boston and Grafton (All Terms): Register directly with the appropriate Registrar and submit the Tuition Remission Application form BEFORE the term begins.

### Degree Students

- Any student who has matriculated into a program will register with their classmates.

## How to drop a course:

Tuition Remission students are subject to the deadlines and procedures of their respective Registrar or the Summer Session. Contact the appropriate office before the term begins for drop dates and instructions.

For questions regarding Registration, Tuition and Billing contact **Student Services:**  
[tuitionremissionapplication@tufts.edu](mailto:tuitionremissionapplication@tufts.edu) or 617-627-2000

### Tax Exclusion (applies to employees only)

**Employees with a bachelor's degree who enroll in any Combined UG/Graduate level course(class # higher than 99) are automatically enrolled in the Graduate level of the course by Student Services.**

Employees seeking tax exclusion from **graduate level courses which they claim to be job-related** must submit a completed [Tuition Remission Tax Exclusion Form](#) (and required documentation )via email to: [TSS@tufts.edu](mailto:TSS@tufts.edu)

\*\*Required every semester for TSS approval in order to be excluded from any tax liability if applicable.

### QDP / Spouse Taxation

All courses taken by a qualified domestic partner and graduate level courses taken by a spouse are taxable to the employee.

**Please review the Taxation Guidelines to understand the impact of Federal/State taxes of this benefit (pg. 5). Tuition Remission Program Guide on the [Tuition Remission website](#).**

For questions regarding eligibility or taxation contact **Tufts Support Services:**  
[TSS@tufts.edu](mailto:TSS@tufts.edu) or 617-627-7000

The information and links on this page provide a brief overview of the Tuition Remission Program. If there are any inconsistencies between the information provided on this site and the plan's legal documents, the latter will always govern.