

# Elizabethtown College

## SGPS Graduate Tuition Remission Form for Spouses and Dependent Children

This form must be completed after the spouse or child has applied for admission and submitted to Human Resources prior to the start of any semester in which remission is requested. Spouses and dependent children of full-time employees will receive a 25% discount off graduate courses offered through SGPS.

### ➤ Employee Information

Send the completed form to HR ([hr@etown.edu](mailto:hr@etown.edu)).

Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, ZIP \_\_\_\_\_  
Status: ☐ Full-time ☐ Part-time Hire Date: \_\_\_\_\_ Dept: \_\_\_\_\_

➤ This request is for: ☐ Spouse ☐ Child

### ➤ Spouse or Child Information

Name: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Enrollment Status: ☐ Part-time ☐ Full-time List major if full-time: \_\_\_\_\_

### ➤ Tuition Remission (for graduate education)

Semester and Year: \_\_\_\_\_ Is this for a study abroad semester?\* ☐ Yes ☐ No  
SGPS Session: \_\_\_\_\_ Course Name: \_\_\_\_\_  
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*\*Study abroad must be a requirement of the major in order to use tuition benefits*

- My signature provides authorization for my/my spouse's/child's course grades to be released to Human Resources.
- My signature also signifies that I am aware of the full policy which can be found in the Employee and Faculty handbooks.
- **Please note that under current IRS rules, all graduate tuition remission benefits are considered taxable income. Employees are responsible for all tax payments as required under federal, state, and local law.**

➤ **Employee's Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
*I certify that the information contained in this form is true and accurate.*

### ➤ Approval (to be completed by Human Resources)

☐ Approved ☐ Disapproved Reason for Disapproval: \_\_\_\_\_

Signature of HR representative: \_\_\_\_\_ Date: \_\_\_\_\_

Cc: Requesting Employee, Financial Aid, Business Office