



**RETURN TO:**  
**HUMAN RESOURCE MANAGEMENT**  
 Duquesne University, Fisher Hall  
 Pittsburgh, PA 15282-2220  
 412-396-5105

**TUITION REMISSION FORM FOR UNIVERSITY PERSONNEL AND ELIGIBLE RELATIVES**  
 Academic Year 2009/2010 & Summer 2010

<b>STUDENT NAME:</b>	<b>STUDENT ID</b> (or last 4 digits of SS#):	<b>PHONE:</b>
<b>EMPLOYEE NAME:</b>	<b>ADDRESS:</b>	

**Deadlines – Forms not submitted by the following deadlines are subject to a 5% benefit reduction**  
**Fall 2009 Deadline – August 17, 2009    Spring 2010 Deadline – January 4, 2010    Summer 2010 Deadline – May 25, 2010**

**1. School:**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Arts          | <input type="checkbox"/> Education       | <input type="checkbox"/> Nat/Env Sciences | <input type="checkbox"/> School of Leadership & Professional Advancement |
| <input type="checkbox"/> Business      | <input type="checkbox"/> Health Sciences | <input type="checkbox"/> Nursing          | List program: _____  |
| <input type="checkbox"/> CE BSBS       | <input type="checkbox"/> Law             | <input type="checkbox"/> Pre-Pharmacy     | <input type="checkbox"/> Other _____                                     |
| <input type="checkbox"/> CE Non-Degree | <input type="checkbox"/> Music           | <input type="checkbox"/> Pharm. D         | List program: _____  |

**2. Class Level:**

- Undergraduate                       Graduate\*                       Other \_\_\_\_\_
- \* See General Information page regarding taxation of benefits.

**3. Number of credits planned:**    Fall 2009 \_\_\_\_\_                      Spring 2010 \_\_\_\_\_                      Summer 2010 \_\_\_\_\_

**4. If student is a DU employee: Are any of your courses scheduled during your regular work day? \_\_\_\_\_ If yes, how do you plan to cover/make up your missed time? \_\_\_\_\_**  
**Immediate Supervisor must sign to indicate approval of plan: \_\_\_\_\_**

**5. If undergraduate, do you wish to apply for Federal and/or State Financial Aid?  Yes  No**

**6. How many degrees, or part thereof, excluding current degree track, have you earned utilizing Tuition Remission? \_\_\_\_\_**

**7. Student's Status: (Check only one box)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Full-Time Faculty       | <input type="checkbox"/> Part-Time Faculty               | <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child ** of Full-Time Faculty       |
| <input type="checkbox"/> Full-Time Administrator | <input type="checkbox"/> Part-Time Head Coach            | <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child ** of Full-Time Administrator |
| <input type="checkbox"/> Full-Time Employee      | <input type="checkbox"/> Part-Time Nursing Administrator | <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child ** of Full-Time Employee      |

\*\* Dependent normally means claimed as exemption on Federal tax return

**If student is child of Faculty Member, Administrator, or Employee, please answer the following question:**

Is student under age 24?  Yes  No Date of Birth: \_\_\_\_\_

**8. Employee's Department \_\_\_\_\_ Employee's SSN (last 4 digits): \_\_\_\_\_**

**9. Employee's beginning date of Employment \_\_\_\_\_**

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Department Head Signature

\_\_\_\_\_  
 Date

*Please read important information on next page*

FOR HUMAN RESOURCE USE ONLY

Date of employment for Tuition Remission eligibility \_\_\_\_\_ Human Resources

Less than one year of employment at Duquesne (non-Faculty)

**FTREM**

**TUITION REMISSION FORM FOR DUQUESNE UNIVERSITY PERSONNEL  
AND ELIGIBLE RELATIVES**

Academic Year 2009/2010 & Summer 2010

**GENERAL INFORMATION**

1. **Period of Application:** this application is valid only for the terms specified on the reverse, and is to be submitted to Human Resources for verification of eligibility.  
  
**Application Deadline Dates:** All tuition remission forms must be completed (with estimated credits per term) and received by the Human Resources Office by the following dates **(Forms not submitted by deadline are subject to a 5% benefit reduction.)**  
Fall 2009 Deadline – August 17, 2009; Spring 2010 Deadline – January 4, 2010; Summer 2010 Deadline – May 25, 2010
2. **Amount of Coverage 1<sup>st</sup> Degree:**
  - a. All full-time, non-temporary employees are eligible for full basic tuition remission immediately upon employment. All employees are limited to nine (9) credits per term at basic tuition credit rates. Employees enrolled in the School of Leadership and Professional Advancement (SLPA) may enroll for twelve (12) credits per semester, under the two terms per semester schedule in the fall and spring.
  - b. Spouses and dependent children of all full-time, non-temporary faculty are eligible for full basic tuition remission immediately upon employment.
  - c. Spouses and dependent children of all full-time, non-temporary administrators, professionals and support staff are eligible for full, basic tuition remission based on the following schedule:
    - i. one-half basic tuition remission during the first year of employment;
    - ii. full basic tuition remission during the second and subsequent years of employment;
  - d. All full-time, non-temporary administrators, professionals and support staff employees at Vincentian Academy/ Duquesne University, their spouses and dependent children, are eligible for tuition remission at the basic tuition level upon meeting eligibility requirements and acceptance to the University.
  - e. All part-time faculty, nursing staff of the Health Services Department, part-time head coaches and first assistant coaching staffs are eligible for a one half basic tuition remission for studies pursued at Duquesne University while the employee is actively employed.
  - f. Part-time head coaches and first assistant coaches are those coaching intercollegiate sports who have the primary responsibility for coaching a team(s) or activity for one or more complete seasons of intercollegiate competition and who are paid by the University.
3. **Second Degree Coverage:** Second degree coverage will be limited to one half basic tuition or rate of school of enrollment, whichever is LOWER, for ALL students.
4. **Termination of Benefits:** In the event of termination of service with the University while the terminating individual or a spouse or eligible dependent children are enrolled for courses, tuition benefits will not continue beyond the last day of work. At this point, benefits will be prorated based on the Federal Pro-Rata Refund Policy (up to 60% completion of the term.)
5. **Special Circumstances:** Benefits for eligible relatives or employees who are deceased, disabled, or retired are extended or continued in accordance with University policy. This information may be obtained through the Office of Human Resource Management.
6. This benefit is intended to provide tuition remission benefits only to the extent required to cover direct cost of basic tuition. Tuition remission recipients shall not receive University controlled gift aid, such as need-based grants, endowed funds, scholarships, etc., greater than the amount required for their direct costs. (Tuition, fees room and board for on-campus undergraduate students; Tuition and fees for graduate students.)

\* Graduate Taxation: (employee, spouse, dependent child) – Internal Revenue Service regulations state that the value of graduate tuition remission received by employees over \$5,250 per calendar year is subject to Federal Income and Social Security withholding taxes. The value of **all** graduate tuition remission received by spouses and dependents is also subject to taxes. The University will withhold applicable taxes based upon the value of graduate tuition remission received by an employee and/or their dependent over the pay periods in the semester for which the graduate tuition remission is received.

Refer to TAP No. 13 at [www.hr.duq.edu](http://www.hr.duq.edu) for additional information.