

TUITION REIMBURSEMENT REQUEST FORM

Tenure/Tenure Track and Term Faculty members who have been full-time employees of the College for two years, are eligible to receive a cash reimbursement of up to \$2000 per semester per child for tuition paid for their IRS dependent children (up to age 24) for a degree program at an accredited college or university (non-Emerson affiliated institution).

The completed form must be submitted via email to Tricia Kennedy (tricia_kennedy@emerson.edu) before the end of the semester for which you are seeking reimbursement.

Faculty Member Name: _____ Employee ID: _____

Dependent Child/Student Name: _____

Dependent Child Date of Birth: _____

Institution Attending: _____

Semester/Term: _____

Degree Program (check one): Undergraduate _____ Graduate _____

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Faculty members may choose to receive a taxable reimbursement payment, which will be paid through payroll and will be treated as taxable income; or they may request to have payment made directly to the educational institution. (If the child is in a graduate program; the payment must be made as a taxable reimbursement).

Elect Payment Option (check one):

Payment Option 1 - Taxable Payment to Employee: _____

Provide with this form a proof of payment with itemized bill from the educational institution.

Payment Option 2 – Payment Directly to School*: _____

Provide with this form an itemized bill from the educational instruction and a W-9 form for the school (the schools' student billing office should be able to provide).

The following is also required for school payments:

Phone number for the school's student billing dept/bursar's office: _____

Email address for the school's student billing dept/bursar's office: _____

Mailing Address for school's student billing dept/bursar's office (where the check will be mailed):

Note that payments to schools can take up to one month from date of form receipt, due to time needed to set up the school as a vendor in our systems.

Faculty Member Signature

Date