

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# (Workday 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. The following is also needed for school payments:

- Phone number and email address for the student billing department/bursar's office
- Address for mailing check payments to the school
- W-9 form for the school (the school's student billing office should be able to provide)

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 vendor in our systems.

Faculty Member Signature

Date

Human Resources Signature

Date