

# THE CITADEL TUITION WAIVER FORM

For use see Policy Memo 6-105

## Section 1 – Personal Information

INSTRUCTIONS: An application for course(s) taken under this program must be completed and submitted for approval. If a course is scheduled during normal working hours, the appropriate section below must be completed by the department head and forwarded to the Human Resources Training Manager for eligibility verification.

Employee's Name (as in Banner):

Citadel Campus-wide ID Number  
\_\_\_\_\_

Campus Email:

Telephone Number:

Full Time Employment Date:

Department/Position:

Position Type (Circle one):

Full Time Citadel Staff/Faculty

ROTC

## Section 2 – Enrollment Information

Course Department:

Course Number

Credit Hours:

Semester:

Day and Time:

Course Department:

Course Number

Credit Hours:

Semester:

Day and Time:

### 1. This course is scheduled during my normal working hours.

A) I request my supervisor approve the attached plan through which I will meet my work responsibilities (Choose one):

Approved     Disapproved

B) Approve the attached request(s) for annual leave or leave of absence without pay to enable me to attend this course (Choose one):

Approved     Disapproved

2.

I agree to complete course work as part of a Citadel academic program. This course is not scheduled during my normal working hours.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President (Required if course is during working hours)

\_\_\_\_\_  
Date

### 3. Have you previously taken this course?

- Yes                       No  
 Withdrawal during drop/add period  
 Withdrawal after drop/add period  
 Did not pass the course

### 4. Are you receiving tuition money from any other source? (Circle one)

Yes     No    If Yes, explain:

## Section 3 – Human Resources Action

This employee is eligible/ineligible to participate in The Citadel Tuition Assistance Program for the following reasons:

Yes

No

\_\_\_\_\_  
**STATUS:**

\_\_\_\_\_  
**HIRE DATE:**

Approved

Disapproved

\_\_\_\_\_  
Authorized HR Representative

\_\_\_\_\_  
Date

Under Internal Revenue Code (IRC) Section 127, employees enrolled in graduate level classes and who receive employer provided tuition benefits or graduate tuition waivers must include in income the amount of tuition waivers that exceed \$5,250 in a calendar year. Employees who participate should contact their tax preparer for guidance on this issue for advice on exceptions to this code. The amount of the waiver that is subject to tax will be included on W-2s each year.