



Tuition Remission Application

Return form to: Webster University
Business Office, WH 101
470 E Lockwood Ave
St Louis, MO 63119

THIS FORM MUST ACCOMPANY EACH REGISTRATION AND MUST BE SUBMITTED PRIOR TO THE START OF CLASS

Student Information

Student Name (Last, First, Middle) _____

Student ID Number _____ **OR** Student Social Security Number _____

Semester: Summer Fall 1 Fall 2 Spring 1 Spring 2

Program: Undergraduate Graduate Hours Enrolled _____

Relationship to Employee:

- Self Domestic Partner (Always Taxable)
 Legal Spouse Child of Domestic Partner (Always Taxable)
 Dependent Child/Step-Child/Date of Birth ___/___/___ (See Note) Sponsored Student (Always Taxable)
 Non-Dependent Child/Step-Child/Date of Birth ___/___/___

Note: By checking the Dependent Child/Step-Child box I certify that the person for whom I am requesting tuition remission is my biological child, stepchild, or legally adopted child and that I intend to claim the child as my dependent on my federal tax return for the current year. A child of a divorced full-time employee is considered to be a dependent child of both parents if either parent can claim the child as a dependent on his/her tax return for the current calendar year. If the child cannot be claimed on the current year's tax return, you must send in a REVISED Tuition Remission Application to the Business Office as soon as possible and no later than 15 days of filing your tax return.

Employee Information

Employee Name _____

Employee ID Number _____ **OR** Employee SSN _____ Years of Service _____

Department/Campus _____ Office Phone (_____) _____

Employee Status

- Active Full-Time Employee Active Adjunct Employee
 Disabled Employee * Retired Employee * Estate of Deceased Employee *

* If you are NOT an active employee, please provide:

Address _____

Telephone (_____) _____ Social Security Number _____

Review and Sign

I have read and understand the provision of the Tuition Remission Policy detailed on the Webster University Human Resource Department web-site and certify that I am eligible for the applied benefit. I hereby make the following assertions:

- For employee tuition remission, the classes for which I am enrolled are not scheduled during my standard workday.
- I agree to pay any fees related to the above student registration. The University reserves the right to cancel and/or deny registration once the account is past due.
- I understand that if the tuition remission amount is considered taxable income to me under the IRS code, the associated tax withholdings will reduce my take-home pay (REFER TO TAX INFORMATION ON PAGE 2).
- For compliance and audit purposes, I agree to provide copy of any documentation (including relevant tax returns) deemed necessary to validate the tax status of my spouse or dependent child/step-child.
- I will promptly send in a revised Tuition Remission Application Form if my child does not qualify as a "dependent child" for purposes of federal income taxes and as a result the value of the tuition remission may be taxable income to me.
- I certify that the information on this application is complete and accurate.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Taxability of Tuition Remission Benefits

In general, IRS regulations consider anything of value provided to an employee by an employer to be a form of compensation. All compensation must be reported as taxable wages and is subject to income tax withholding, unless specifically excluded by the Internal Revenue Code. Below are some general guidelines to determine taxability, **HOWEVER PLEASE CONSULT THE IRS OR A TAX ADVISOR IF YOU NEED MORE DETAILED INFORMATION FOR YOUR SITUATION.**

If the Webster University employee is the student:

- Undergraduate – Tuition is a tax-free fringe benefit.
- Graduate – The first \$5,250 of course tuition provided in the calendar year is a tax-free fringe benefit. **Any tuition benefit that exceeds \$5,250 is a taxable benefit.** (Note: Courses involving sports, games or hobbies do not qualify. Tuition reduction to these courses is a taxable fringe benefit.)

If the student is *not* the employee:

- Undergraduate (Tax-Free) – Tuition is a tax-free benefit **only** if the student is the employee's spouse or dependent child. A child must be your Qualifying Child or Qualifying Relative to be claimed as a dependent and must satisfy **ALL** of the following tests:
 - 1) Relationship Test:

The child must be your son, daughter, stepchild or adopted child.
 - 2) Support Test:
 - a. The parent(s) must provide over half of the child's total support for the year, OR
 - b. In the event both parents are deceased, the child must be under the age of 25.
 - 3) Gross Income Test:
 - a. In the case of a child who is under age 19 or who is under age 24 and a full-time student (at least 5 months of the year), there is no limitation on the dependent child's gross income for the calendar year; or
 - b. In the case of a child who is age 24 or older, s/he must have less than the IRS stipulated amount of gross income for the calendar year.
 - 4) Married Dependent Test:
 - a. The married dependent child will not file a joint tax return with his/her spouse; and
 - b. No one else will claim the married dependent child as a dependent for federal income tax purposes.
- Undergraduate (Taxable) – Tuition is taxable for children beginning the calendar year in which they can no longer be claimed as a dependent on the employee's tax return (or in the case of divorce if neither parent can claim the child as a dependent). If at the time of filing you learn the child cannot be claimed on the current year's tax return, you are required to submit a Revised Tuition Application to the Business Office as soon as possible and no later than 15 days of filing your tax return and the value of the child's tuition will be considered taxable income to the employee in the calendar year when such notice is received by the University. This category also includes any non-dependent child/step-child, domestic partner, child of domestic partner and sponsored student.
- Graduate – **This is a taxable fringe benefit.**