

## TUITION REMISSION PROCESSING INSTRUCTIONS

1. Prior to enrolling in any courses, employees are required to engage in discussion with their supervisor and obtain explicit approval for the proposed coursework. The supervisor's signature is mandatory for course enrollment.
2. To enroll in courses, utilize NazNet Self-Service for registration. For additional support regarding the registration process, please reach out to Registration & Records.
3. On a per-semester basis, complete the Tuition Waiver Request form and submit it, along with the necessary documentation, to Human Resources ([humanresources@naz.edu](mailto:humanresources@naz.edu)) for verification.
4. Human Resources will authenticate the eligibility criteria and subsequently forward the completed form to the Financial Aid department. Financial Aid will then implement the tuition waiver benefit onto your student account. *Note: any applicable student fees remain the responsibility of the employee.*

### **Please note the following information and initial next to each line:**

- A new Tuition Waiver Request Form must be completed every semester. \_\_\_\_\_
- Spouse and dependent verification will occur once per year, beginning with the Fall semester. A copy of the employee's latest federal income tax return must be presented to the Human Resources department. Employee, spouse, and dependent must meet eligibility requirements at the beginning of the semester to qualify for tuition remission. \_\_\_\_\_
- A full-time employee is eligible to receive tuition remission for one (1) course after ninety (90) days of service and two (2) courses after one year. After one year, an employee's legal dependents and spouse are eligible to participate in the undergraduate tuition remission program. Tuition remission for dependents' undergraduate courses is covered in full (12-19 credits), and graduate courses are covered at 2/3 remission (note that graduate remission is taxable.) Spouses are not eligible for graduate tuition remission. *The M.S. Physician Assistant and M.S. Business Analytics and Artificial intelligence are not eligible for tuition remission at this time.* \_\_\_\_\_
- Part-time employees, including adjunct faculty and temporary staff, are not eligible for the tuition remission benefit. \_\_\_\_\_
- Tuition waiver is defined as tuition only. It does not include fees, private music lessons, study abroad expenses, workshops, housing, food, or Day One Books Done program. Credit-bearing group music lessons are allowed under tuition waiver, but fees are not included. These lessons are on a space-available basis, which will be determined at least three days prior to the course start date. Independent study courses are not eligible for tuition waiver. For a list of mandatory fees, please see the [Student Costs](#) page. \_\_\_\_\_
- Students are expected to file a FAFSA annually and apply for all scholarships/educational grants for which they may be eligible. \_\_\_\_\_
- If a spouse or dependent is participating in a study abroad program, the tuition waiver will be reduced by the cost of the study abroad program (meaning the employee is required to pay the out-of-pocket expenses). Expenses include, but are not limited to extra tuition, fees, excursions, housing, and food. It's recommended that you check with Student Accounts before registering for study abroad programs or classes. \_\_\_\_\_
- If an employee leaves Nazareth, any tuition benefit will be pro-rated and a balance may be due. \_\_\_\_\_
- St. John Fisher University employees and dependents must present a letter of eligibility from the St. John Fisher University Human Resources department. \_\_\_\_\_

For any further questions, please contact Nazareth Human Resources at [humanresources@naz.edu](mailto:humanresources@naz.edu), or at (585) 389-2065.



## TUITION WAIVER REQUEST FORM

Employee Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Department: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Nazareth Employee ☐ St. John Fisher Employee ☐ Hire Date (Full Time): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**If spouse or dependent is the student**, please complete the following section:

Student's Name: _____ ID#: _____		
Relationship to Employee: Spouse <input type="checkbox"/> Dependent <input type="checkbox"/> Date of Birth (if dependent): ____ / ____ / ____		
Was student claimed as a dependent on employee's most recent income tax return: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Program Name: _____		
Applying for: Full-time Student Tuition Waiver <input type="checkbox"/> Part-time Student Tuition Waiver <input type="checkbox"/>		
Is the student in a Study Abroad Program? Yes <input type="checkbox"/> No <input type="checkbox"/>		

**If applying for a Part-time Student Tuition Waiver**, please complete the following section:

Course Title & Number	Credit Hours	Class Day & Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

**If employee is the student:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Employee's Supervisor (printed) Supervisor's Signature

**Employee Acknowledgement:** I have read and understand the provisions of the Tuition Waiver Program as described in the Employee Handbook. I also agree to pay Nazareth for any charges that may be due for myself and/or my dependent if I lose eligibility for this benefit prior to the official end of semester. I understand that if my dependent child(ren) are taking graduate courses, this benefit may be considered taxable income and reduce my take-home pay. I certify that the information on this form is correct and complete.

Requested by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Employee Signature

Eligibility Approved by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ☐ Verified  
Human Resources

Aid Approved by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Director of Financial Aid

**\*A Tuition Waiver Request Form must be completed for each semester (Fall, Spring, Summer A, and Summer B).**