

**EMPLOYEE TUITION REMISSION**  
**(Must be completed each semester)**

1. Prior to the start of each semester, complete this form and have your supervisor approve.
2. Divisional Leader approval required if over 6 credit hours.
3. Submit form via email to Human Resources at hr@xavier.edu for approval.
4. HR will forward form to Financial Aid for processing.
5. Disclaimer: Maximum allowable reimbursement for all MBA classes is based on main campus per credit hour rate.

Date \_\_\_\_\_

Name: \_\_\_\_\_

Employment Status:  Full Time  Part Time

Banner ID: \_\_\_\_\_

Summer \_\_\_\_\_  Fall \_\_\_\_\_  Spring \_\_\_\_\_

(Please indicate year)

**Program Level\*:**  Undergraduate\*\*  Graduate\*\*

\*Doctoral Level courses are not covered under tuition remission.

\*\* Based on current IRS regulations, undergraduate tuition for employees is not taxable. Graduate tuition for employees is tax-free up to \$5,250.00 per year. I understand that the university is required to withhold income taxes on graduate tuition benefits in excess of \$5,250.00.

COURSE NO.	COURSE TITLE	DAY/TIME	CREDIT HOURS

**Employee Signature:** \_\_\_\_\_

**Supervisor Approval:** \_\_\_\_\_

If the course is held during normal work hours, my signature above authorizes my approval

**Divisional Leader Approval\*:** \_\_\_\_\_

\* only required if more than 6 credit hours are requested

**HR Use Only:** Approval: \_\_\_\_\_ Percent: \_\_\_\_\_ Date: \_\_\_\_\_