

Semester or Period: _____

Application for Exemption from Graduate Tuition Taxes
(Certification of Graduate Level Courses as Work Related)

This form must be completed by the employee and signed by the supervisor. Note: If you fail to complete this form for each course in your graduate program or the class or classes are not job related, the tuition benefit will be taxable for W-2 purposes based upon IRS guidelines. This form does not provide authorization of tuition benefits. To apply for tuition benefits, you must complete the Application for Tuition Benefits located on the NNU HR website.

Completed forms must be submitted to the Payroll Office by:
Fall Semester – No later than September 10th
Spring Semester – No later than January 15th
Summer Semester – No later than May 15th

Employee Name: _____ NNU ID: _____

Department Name: _____ Extension: _____

Employee Category: _____ Faculty _____ Administrative Personnel

Name of Degree Program: _____

Type of Degree: _____

Official Position Title: _____

Graduate Course Name and Number: _____
(Please attach a course description from the catalog – www.nnu.edu/catalogs)

Reason Why the Course is Work Related:

I certify that this graduate class is related to my current job.

Employee Signature: _____ Date: _____

Certification of Supervisor

I certify that the above course is related to the employee's current job.

Name: _____ Title: _____

Signature: _____ Date: _____ Ext: _____

Human Resources/Payroll: _____ Date: _____
_____ Approved _____ Not Approved