

FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Fordham Tuition Remission/Graduate Tax Waiver Request Employee User Guide

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Before applying for tuition remission, please confirm your eligibility requirements in the University Tuition Remission [Policies](#).

Login Information

Complete the [Online Tuition Remission/Graduate Tax Waiver Request](#) located on the employee portal under Tuition Remission / Tuition Exchange.

Human Resources

MORE INFO ▶

My Fordham Benefits	+	Employment Verification	+
MyTime Leave Requests	+	Tuition Remission / Tuition Exchange	—
Photo ID Services	+	Apply for tuition remission for yourself, your spouse or your dependents.	
Essential Employee Resources	+	<ul style="list-style-type: none">◦ Tuition Remission Programs and Policies◦ Tuition Remission Application	

Submitting a Tuition Remission Application

Employee Tuition Remission Request

The employee's name and Fordham ID Number will display automatically when the form is accessed.

Employee Information ▲

Employee Name *

Fordham ID No. *

First Name

Middle Name (optional)

Last Name

Select **Employee** if you are applying for tuition remission benefits and/or a graduate tax waiver for yourself.

Tuition Remission Request ▲

Please complete the required fields in this section.

Request Type *

Employee

Dependent

Select an **Employee Type** from the drop down list.

Employee Type *

Full Time Administrator
Full Time Faculty
Full Time Residential Life Director
Part Time Administrator (Working 25-34 Hours Per Week)
Clerical (Local 153)
Maintenance (Local 810)
ROTC Faculty
ROTC Administrator
ROTC Troop Unit

For ROTC members, you will be prompted to select the **ROTC program** you are affiliated with.

Employee Type *

ROTC Faculty

Please select your ROTC Program *

Army
Navv

The Student Information Section will display with your name, ID Number, and email. Please select the **academic term** that you are applying for, your **academic status** and **academic level**.

List any **grants or scholarships** that you are eligible to receive.

Student Information

Student Name 

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First Name

Middle Name (optional)

Last Name

Student Fordham ID. No. 

Student Email 

Academic Term *

Academic Status *

Academic Level *

Are You Requesting a Graduate Tax Waiver? *

- ☒ No
☐ Yes

Please List Any Grants or Scholarships You are Eligible to Receive

The supervisor information will display in the **Supervisor Information Section**. If the supervisor that is listed is not correct, it can be updated by entering the correct supervisor's username and clicking on the search button. Indicate if the supervisor was updated so that HR can be notified of the change.

Supervisor Information

Please ensure that the supervisor listed below is correct before submitting the request to avoid any delays in processing. The supervisor listed below is the current supervisor on record.

To update the supervisor, please enter the supervisor's username and click on the search button. The username is the part of the Fordham email address that precedes the "@" symbol. Upon entering the new username, the updated supervisor's information will populate. Please indicate if a change to supervisor was made so that we can ensure that all of our systems are updated.

Supervisor User Name

 Search

Supervisor First Name 

Supervisor Last Name 

Supervisor ID No. 

Supervisor Position No. 

Supervisor Title 

Supervisor Email 

Did You Update Your Supervisor Information? *

- ☐ No
☐ Yes

Pursuant to the University Policy , all eligible students are required to file for NYS Tuition Assistance (TAP) and therefore must file a FAFSA to be eligible for tuition remission benefits, unless they meet one of the exceptions. In this section, please select if you qualify for a FAFSA waiver. If you do not qualify for a FAFSA waiver, you will be required to submit proof that you applied for FAFSA.

FAFSA Requirement

Pursuant to University policy, all tuition remission eligible students are **required** to file for NYS Tuition Assistance (TAP) and therefore must file a FAFSA in order to receive disbursement of Tuition Remission, unless they meet one of the following criteria. Additional supporting documentation may be requested for proof of income. The total amount of tuition remission, grants, scholarships and/or awards must not exceed the total amount charged for tuition.

- are enrolled less than Full-Time (12 credits)
- are not matriculated
- employees who earn over 82k in NYS Taxable Income
- one of the parents is an employee who earns over 82k in NYS Taxable Income
- students who are not NYS residents

FAFSA Waiver *

- ☐ I qualify for a FAFSA waiver.
- ☐ I do not qualify for a FAFSA waiver.

FAFSA Supporting Documentation *


No File Chosen

All registered courses for the academic term selected will display in the **Course Information Section**.


Course Information

Course Count


3

Course 1 

School, Subject-Course-Section, Title, Number of Credits, Days & Hours

Course 2 

School, Subject-Course-Section, Title, Number of Credits, Days & Hours

Course 3 

School, Subject-Course-Section, Title, Number of Credits, Days & Hours

Click on the **Submit Form** button at the bottom of the form to submit the form for supervisor approval.

Employee Signature



By submitting this form, you agree that you are electronically signing this request.

Date Submitted

Jul

22

2023

Instructions

Please click on the **Submit Form** button below to forward this request to your **Supervisor**.

Submit Form

Employee Graduate Tax Waiver Request

If you select **graduate** as the academic level, you will be asked if you are requesting a graduate tax waiver. **Tax waiver requests must be submitted as part of your tuition remission application and will not be accepted if submitted separately.**

If you are requesting a tax waiver, you will be asked to choose the **area/school** that you work in so that the appropriate Dean, if applicable and Vice President can be notified. The Dean and VP emails will display when the area/school has been chosen. Please confirm that the correct Dean and Vice President are listed before submitting your request.

Academic Term *

Fall 2023

Academic Status *

Full Time

Academic Level *

Graduate

Are You Requesting a Graduate Tax Waiver? *

☐ No

☒ Yes

Area/School *

Please select the Area/School you work in. This is NOT the school you are taking courses in.

VP Email

Dean Email

In the **Graduate Tax Waiver Request** section, upload your official **Job Description** and any relevant information that supports your written explanation. A written explanation of how each course relates to your current job responsibilities (must be added for each course) in the **Course Information** section below.

Graduate Tax Waiver Request

Official Job Description *

Choose File

Remove File

No File Chosen

Required for all Graduate Tax Waiver Requests

If applicable, attach additional documentation to support your written justification for each course (i.e. course syllables, samples of work).

Choose File

Remove File

No File Chosen

DO NOT ATTACH YOUR WRITTEN EXPLANATION. YOUR WRITTEN EXPLANATION MUST BE ENTERED IN THE COURSE INFORMATION SECTION BELOW.

In the **Course Information** section, select the **Requesting tax waiver** option in the **Employee Tax Waiver Request** field. The course description will automatically populate and you will be required to provide a written explanation of how each course relates to your current job responsibilities for each course.

Course Information

Course 1

School, Subject-Course-Section, Title, Number of Credits, Days & Hours

Employee Tax Waiver Request
(Course 1) *

Requesting tax waiver

Course 1 Description

200000/200000

Please copy and paste the course description in the field above.

Written Explanation 1 *

200000/200000


Check the **Certification and Signature** check box and click on the **Submit Form** button at the bottom of the form to submit the form for supervisor approval.

Employee Signature

Employee Tax Waiver Certification and Signature *

☐ By checking this box, I believe that my tuition remission benefit for the courses on this form qualify for the working condition fringe benefit exception described above and are not taxable. I request that the University not withhold taxes from my compensation attributable to this benefit. I understand that I may be required to supply additional information to confirm job-relatedness. I also understand and agree that the University's approval of my request does not change my responsibility for the payment of any taxes determined by the Internal Revenue Service to be owed if the tuition remission benefit is determined to be taxable.

By submitting this form, you agree that you are electronically signing this request.

Date Submitted 

Jul 22 2023

Instructions

Please click on the **Submit Form** button below to forward this request to your **Supervisor**.

Submit Form

Graduate Tax Waiver Appeal Process

If the graduate tax waiver request is denied by the Graduate Tax Waiver Committee, employee's will be granted the opportunity to submit additional justification for consideration. An email will be sent to the employee informing them of the denial with a link to the form.

Your Tuition Remission/Graduate Tax Waiver Requires Your Review

Dear ,

Your graduate tax waiver application has been reviewed by the Graduate Tax Waiver Review Committee. Please refer to the graduate tax committee decision email for details regarding what course(s) were not approved. Please click on the link below to access your application and to submit additional justification to show how the course(s) are specifically related to your current position. Your action is required even if you choose not to submit additional justification.

To ensure that taxes are withheld from your paycheck in a timely manner, you will have two (2) weeks to submit additional justification for your graduate tax waiver request. If you have not taken action on your application within two weeks of this notice, Payroll will be notified to add the taxes to your paycheck on the next available payroll.

If you have any questions, please contact the Office of Human Resources Management at tuitionremission@torham.edu or 718-817-4930.

Best Regards,

The Office of Human Resources Management

[Open form](#) to fill out your assigned task.

Click on the form link to access the **employee appeal** section of the form. Answer the **“are you submitting additional justification”** question. Select the appropriate choice (submitting or not submitting additional justification) from the field to the right of the course. For additional justifications, the course description will automatically populate and you will be required to add the additional justification in the field below. Click the **Submit Form** button below to resubmit the form to the Tax Waiver Review Committee.

Employee Appeal

Please select which course(s) you are submitting additional justification for in support of your tax waiver request, by selecting the appropriate option below. This determination must be done for each course.

Courses with additional justification will be forwarded to the Tax Waiver Committee for further review.

Are you submitting additional justification for a graduate tax waiver denial? *

☒ Yes

☐ No

Submitting Additional Justificati

Course 1 Description

Additional Justification 1 *

By submitting this form, you agree that you are electronically signing this request.

Date Submitted (Additional Justification)

Jul

22

2023

Submit Form

Dependent Tuition Remission Request

Select **Dependent** if you are applying for tuition remission benefits for an eligible dependent.

Tuition Remission Request

Please complete the required fields in this section.

Request Type *

Employee

Dependent

Select **Relationship** from the drop down list.

Relationship *

Spouse

Dependent Child

Domestic Partner

Dependent Child of Domestic Partner

Brother (Benefited Member of Religious Order ONLY)

Sister (Benefited Member of Religious Order ONLY)

Niece (Benefited Member of Religious Order ONLY)

Nephew (Benefited Member of Religious Order ONLY)

Enter your Dependent's Fordham ID No. and Date of Birth in MM/DD/YYYY format and click the search button to populate the information into the Student Information Section.

Dependent Fordham ID. No.

Dependent DOB

 Search

The Student Information Section will display your dependent's name, ID Number, and email. Please select the **academic term** that you are applying for, the **academic status** and **academic level**.

List any **grants or scholarships** that your dependent is eligible to receive.

Student Name 

First Name

Middle Name (optional)

Last Name

Student Fordham ID. No. 

Student Email 

Academic Term *

Academic Status *

Academic Level *

Please List Any Grants or Scholarships You are Eligible to Receive

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- one of the parents is an employee who earns over 82k in NYS Taxable Income
- students who are not NYS residents

FAFSA Waiver *

- ☐ I qualify for a FAFSA waiver.
- ☐ I do not qualify for a FAFSA waiver.

FAFSA Supporting Documentation *


No File Chosen

Click on the **Submit Form** button at the bottom of the form to submit the form to Human Resources for processing.

Employee Signature



By submitting this form, you agree that you are electronically signing this request.

Date Submitted 

Jul

22

2023

Instructions

Please click on the **Submit Form** button below to forward this request to **The Office of Human Resources**.

Submit Form

Email communications will be sent to advise the employee on the following:

- Confirmation that request was received
- Supervisor decision
- When the tuition remission award has been processed and for what amount
- Tax Waiver Committee decision
- Information on payroll taxes, if applicable