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.

**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.

Select Employee if you are applying for tuition remission benefits and/or a graduate tax waiver for yourself.
Select an **Employee Type** from the drop down list.

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

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.
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.
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.

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

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

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.
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.
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.

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**Employee 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

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**Instructions**

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

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**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.
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.
Dependent Tuition Remission Request

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

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

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.

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.
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.

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