

# USM APPLICATION FOR TUITION REMISSION

Individuals seeking tuition remission for self, a spouse, or child shall complete this application to provide the information necessary to comply with USM-BOR policies [VII-4.10](#) and [VII-4.20](#) and Internal Revenue Service regulations regarding the income tax law status of the requested tuition remission benefit.

For current employees, applications should be submitted to the Human Resources Office of the applicant's employing institution for approval. For retirees, applications should be submitted to the Human Resources Office at the institution the applicant retired from for approval. A new request must be completed for each semester/session. If the student is registering at multiple institutions, a separate request must be completed for each institution.

**1. Calendar Year:** 20\_\_\_\_\_

**Enrollment Term:**  Fall  Winter  Spring  Summer  Summer I  Summer II  Other \_\_\_\_\_

**2. Applicant Name:** (Last Name, First Name)

**9. Student Name:** (Last Name, First Name)

**3. Applicant SSN:**

**10. Student SSN:**

**4. Date of Hire:** (date hired to current or most recent former institution)

Month/Day/Year \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

List any prior USM service dates, if applicable:

\_\_\_\_\_

\_\_\_\_\_

**11. Student is Applicant's:**

Self  Spouse  Child

**12. Student's Date of Birth:** (Required only if the student is the applicant's child)

\_\_\_\_\_



**b**

## TAX CHART – USM TUITION REMISSION

Eligibility for tuition benefits must be determined under USM-Board of Regents Policies [VII-4.10](#) and [VII-4.20](#).