

**ST. LAWRENCE UNIVERSITY  
TUITION BENEFIT APPLICATION**

*Faculty & Administrative Staff*  
(full-time, regular appointments)

Date: \_\_\_\_\_

**Employee Note:**

- **If class time interrupts your regularly scheduled workday, it is expected that you receive approval and signature of your supervisor.**
- **Graduate courses are tax-free up to \$5250 per year (employee only) if course work is directly related to an employee's work. Otherwise, graduate courses may be taxable. Please contact the Business Office for more details.**
- **Application for remission must be made prior to the beginning of each semester.**

Employee Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Semester/Year: **Fall** \_\_\_\_\_ **Spring** \_\_\_\_\_ **Other** \_\_\_\_\_  
**(one form each semester)**  
**Summer I** \_\_\_\_\_ **Summer II** \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
**(if other than employee)**

Is student: Spouse \_\_\_\_\_ Partner \_\_\_\_\_ Dependent Child \_\_\_\_\_  
(benefits are taxable) (proof of dependency may be requested, according to IRS dependent guidelines)

Child's Birthdate: \_\_\_\_\_  
Is Child a High School Student? \_\_\_\_\_

**A. TUITION REMISSION**

1. Has admission been approved by the SLU Admissions Office?: \_\_\_\_\_
2. Number of courses applying for under remission benefit plan: \_\_\_\_\_
3. Please specify if classes are: Undergraduate \_\_\_\_\_ or Graduate \_\_\_\_\_ *\*see employee note above*
4. Please specify if student is: Matriculated at SLU? \_\_\_\_\_ or Non-Matriculated at SLU? \_\_\_\_\_
5. Has student applied for the NYS Tuition Assistance Program (TAP) Yes \_\_\_\_\_ No \_\_\_\_\_ Other \_\_\_\_\_  
*(Please see reverse side of this form for further details)*

*If dependent child is matriculated, please contact the Financial Aid Office to discuss possible Aid options.*

**B. TUITION ASSISTANCE** (attach an original itemized tuition statement)

1. Institution's name: \_\_\_\_\_ Amount applying for: \_\_\_\_\_

**C. CROSS REGISTRATION** (benefit limited to full-time employees; limited to a maximum of 2 courses per academic year)

1. Name of School: \_\_\_\_\_
2. Has admission been approved by SLU Admissions Office?: \_\_\_\_\_
3. Number of courses applying for under remission benefit plan: \_\_\_\_\_
4. Please specify if classes are: Undergraduate \_\_\_\_\_ or Graduate \_\_\_\_\_ *\*see employee note above*
5. Please specify if student is: Matriculated at SLU \_\_\_\_\_ or Non-Matriculated at SLU \_\_\_\_\_
6. Have you taken Cross Registration courses in this academic year?: \_\_\_\_\_
7. If yes, for which semester/year and school: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Approval (Human Resources Rep.)

\_\_\_\_\_  
Supervisor's Signature

**SUBJECT LINE: TUITION REMISSION**

**To All St. Lawrence University Employees**

If you or a dependent will be using tuition remission to take courses at SLU please read on (disregard otherwise).

To receive a tuition remission benefit, you must submit your completed tuition remission form to Human Resources, Vilas Hall Room G5, at least ten days prior to the start of the semester. This will allow Human Resources Sufficient time to verify remission eligibility requirements. The Tuition Benefit Application form may be downloaded at [www.stlawu.edu/resources/formsnew.htm](http://www.stlawu.edu/resources/formsnew.htm).

After the drop/add date at the start of a semester, employees who are denied remission benefits will still be liable for the cost of courses for which they or dependents have registered. Interest charges will not be waived in cases where a remission form was not filed in a timely manner. Similarly, interest charges will not be waived on outstanding amounts if an applicant has NOT completed the application for NYS TAP (see NEW below).

For questions about your tuition remission benefit, please contact Human Resources at 229-5596. For questions about your student billing account contact Student Financial Services at 229-5581.

**NEW FOR FULL TIME MATRICULATED STUDENTS (at present- if NYS makes TAP available for part-time students this will then apply to those students, or anyone eligible for TAP from NYS).**

Every household applying for tuition remission for full-time matriculated students will be required to apply for TAP (Tuition Assistance Program) from the NYS Higher Education Services Corp. (HESC), if eligible. Eligibility is based on household income, and some households may be ineligible (because household income is too high, according to NYS rules). If a household **IS** eligible SLU will require that the household apply for TAP, and the balance of the SLU tuition will be provided by SLU through tuition remission.

A preliminary determination of eligibility/ineligibility can be made at the Financial Aid office (to save you from having to apply if you are clearly ineligible.). If you have applied for financial aid you have probably already automatically applied for NYS TAP and NYS HESC will notify you of any award. If you are unsure, or need help, contact the SLU Financial Aid Office, Payson Hall, 229-5265.

This does **not in any way** change the amount of financial assistance that an employee or dependent will receive to take classes at SLU. While a decision is pending at the NYS level regarding your TAP award an estimated amount will be credited to your student account, which will be adjusted when NYS HESC makes a final decision. For more information contact the Student Financial Services, Student Center, 315-229-5581.