



## Graduate Tuition Remission Processing Instructions and Checklist for Courses

- 1.) Employees taking courses must speak with and get permission for course work from their supervisor.
- 2.) Register for classes through one of the following ways:
  - Online through Fish'R'Net
  - Graduate Admissions for new students
- 3.) Once an academic year (beginning with the summer semester), complete the Tuition Remission Form and submit with the required documentation to the Human Resources Department at [hr@sjf.edu](mailto:hr@sjf.edu) for verification.
  - For spouses of employees, the Human Resources Department will need to view your current federal income tax return each year the benefit is requested.
- 4.) HR will verify eligibility and submit the completed form to Student Financial Services to apply the benefit to the student bill.

***Please note the following information:***

- Every academic year (beginning with the summer semester) a new Tuition Remission Form must be completed. Employees must obtain a supervisor signature.
- Graduate tuition remission in excess of \$5,250 annually will be a taxable benefit to the employee and/or spouse. It is advisable that you understand and plan for the tax implications. Contact payroll at [payroll@sjf.edu](mailto:payroll@sjf.edu) to discuss the implications.
- Contact Student Financial Services at [sfs@sjf.edu](mailto:sfs@sjf.edu) to understand how the tuition remission benefit may affect student loan eligibility and other tuition awards.
- Restrictions on graduate tuition remission:
  - Part-time employees are not eligible
  - Dependents of employees are not eligible
  - Spouses of employees receive remission equal only to the part time undergraduate tuition rate
- Repeated withdrawals from classes or a failure to comply with necessary paperwork requirement may, in the College's sole discretion, result in a loss of eligibility for future tuition remission benefits. Review the Tuition Remission Policy in the [Employee Handbook](#).

Human Resources  
Kearney 211  
[hr@sjf.edu](mailto:hr@sjf.edu)  
(585) 385-8048

Student Financial Services  
Kearney 204  
[sfs@sjf.edu](mailto:sfs@sjf.edu)  
(585) 385-8042



## Graduate Tuition Remission Form

### Employee Information:

Name \_\_\_\_\_ ID@ \_\_\_\_\_

Date of hire \_\_\_\_\_ Department \_\_\_\_\_

**Note:** By signing this form, I understand that my coursework must meet the University's standards of "satisfactory academic standing" which means 1) I must maintain a GPA of 3.0 or higher for Graduate-level courses, and 2) I am only allowed to withdraw from 1 class covered by Tuition Remission. I will be required to obtain approvals for subsequent withdrawals in order to maintain my Tuition Remission eligibility. If I withdraw more than once on an unapproved basis, the next semester following the withdrawal will not be covered by Tuition Remission. Counseling may be recommended after two withdrawals throughout the Tuition Remission timeframe. My signature authorizes St. John Fisher University's Registrar's Office to release all pertinent grade and course information, covered by Tuition Remission, to the Human Resources Department.

### Spouse Information (if spouse is the student):

Name \_\_\_\_\_

Student ID @ \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Course Information:** Degree Program \_\_\_\_\_

Semester/Year \_\_\_\_\_ Course(s) \_\_\_\_\_ Number of Credit Hours \_\_\_\_\_

\* Have you applied for Tuition Remission at the Graduate level in the Past? ☐ Yes ☐ No

I have read and understand the section on tuition remission as stated in the [Employee Handbook](#). I understand and have planned for any tax implications.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the employee is the student: Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee's Supervisor

### Human Resources Department Verification

The student has been approved for:

☐ 100% Graduate Tuition Remission (Fees are not included)

☐ Difference in cost between graduate and undergraduate courses (For SJFC spouses only)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Representative

### Office of Student Financial Services:

Remission Amount: Amount eligible (per Section 2) \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_