

Tuition Benefit for Myself or My Spouse

This form must be submitted before the class begins.

Please check one of the following:

<input type="checkbox"/>	I am a faculty/staff member attending a class at Vanderbilt University.
<input type="checkbox"/>	I am a faculty/staff member attending a class at another college or university.
	Name of college or university you are attending:
	Location of the college or university:
<input type="checkbox"/>	This benefit is for my spouse attending a class at Vanderbilt University.
	Spouse's full name:
	Last four digits of his/her social security number (SSN):

I am requesting the tuition benefit for the following academic period **(please select one only)**:

	Check One	Academic Year
<input type="checkbox"/>	Fall	
<input type="checkbox"/>	Winter	
<input type="checkbox"/>	Spring	
<input type="checkbox"/>	Summer	
	Semester	
	Quarter	

Course Information (One course only per semester/quarter)

Course Number	
Course Title	
Credit Hours	
Begin and End Dates (MM/DD/YY) – (MM/DD/YY)	

The following information is required:

Name of the faculty/staff member requesting benefit:	
Your employee ID and last four digits of SSN:	
Name of your home department at Vanderbilt:	
Daytime telephone number:	

I understand this form must be completed prior to my class start date and that submitting this form does not guarantee reimbursement.

Faculty or staff member's signature and date	
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The section below is for Payroll/ Processing

Date of Hire	HR Review 1	HR Review 2

Is this course job-related? (per IRS guidelines)

Tuition Benefits which are determined to be taxable compensation by IRS guidelines are included on the staff member's IRS Form W-2. Applicable Federal taxes are withheld from the staff member's payroll check based on the amount of the taxable benefit received. Courses which are determined to be job related based on the information provided below are not taxable to the staff member. Courses which are not job-related are taxable to a staff member only after the benefit exceeds the IRS limit of \$5,250 in a calendar year.

This section must be completed by your Department Supervisor.

Note: This section (including the supervisor's signature) does not need to be completed if the benefit is being requested for a spouse.

Please check YES or NO for each of the following questions.

	YES	NO
Is the education needed by the faculty or staff member to meet the minimum educational requirements of their current position?		
Is the education part of a study program that can qualify the faculty or staff member for a new type of job or position, even if they don't plan to change their position?		
Is the education required by Vanderbilt or by law to maintain the faculty or staff member's current salary, status, or position?		
Does the education maintain or improve the skills of the faculty or staff member required in the performance of their current position?		

To the best of my knowledge and belief, the section above has been completed accurately.

Supervisor Signature	Title	Date

Return completed form to:	Have a question?
Vanderbilt Payroll/ Processing Office PMB 407718, 2301 Vanderbilt Place Nashville, Tennessee 37240-7718	Contact Human Resources (615)343-4788