TUTION REMISSION PROGRAM
GRADUATE COURSE CERTIFICATION ONLINE FORM
PROCESS AND STEPS
Tuition remission benefits for eligible faculty, staff, and dependents begin the semester that starts on or follows the employee’s date of hire. Dependents must be eligible for the full semester in which they are using the benefit.

Additional eligibility details for employees, dependents, and GW courses and outlined below:

- Tuition Remission Employee Eligibility
- Tuition Remission Dependent Eligibility
- How Tuition Coverage is Determined
- Eligible Courses
- Tax Obligation - Tax Exemption

Please visit hr.gwu.edu/tuition-remission and click on this section to start the process.
Tax Exemption (Employees Only)

For a graduate course to be considered tax-exempt, it should have a direct correlation to the employee’s primary benefits-eligible position. The course should also help an employee maintain or improve the skills required for the position. However, a course that is intended to help an employee pursue a new career or promotion, and/or meet the minimum requirements of a primary position, is not eligible for tax exemption.

The online graduate course tax exemption process is available only to university benefits-eligible employees.

An online certification must be submitted for each work-related graduate course you intend to have reviewed for tax exemption. Affiliated groups will submit their graduate course certification using a Graduate Course Tax Exemption paper application (PDF).

Resources to Help You Apply:

- Tax Exemption Tutorial (PDF)
- Tax Exemption Frequently Asked Questions (PDF)
- Graduate Course Certification Online Form
- Tuition Remission Benefits Policy (PDF) (for both employees and dependents)

Please click this link for the application to start the process.
GW TUITION REMISSION GRADUATE COURSE CERTIFICATION

Before you submit your graduate course certification request, please review the following information to be sure this process applies to you.

The online tuition remission application and online course certification is available to eligible GW University employees only. Please review employee eligibility requirements on Page 6 of the Tuition Remission policy: https://benefits.gwu.edu/tuition-remission

- GW University Affiliates: Please continue using the paper applications available at https://benefits.gwu.edu/tuition-remission.
- GW Medical Faculty Associates and GW Hospital Employees: Please contact your Human Resources department for instructions and forms.

IMPORTANT:

GW employees eligible for GW’s Tuition Remission Benefits should submit their Tuition Remission Benefit Application in GWeb prior to proceeding with submitting Graduate Course Certifications for Tax Exemption consideration. These are two separate processes. GW employees, please click the blue button below if you need to apply for the Tuition Remission Benefits. Note: Clicking the button will direct you to GWeb. Log-in and click on the Employee Information tab to locate the tuition remission application.

Tuition Remission applications for GW university employees and affiliates must be submitted by the following dates.

- Fall Semester: July 6 through October 1
- Spring Semester: November 15 through February 1
- Summer Semester: April 14 through June 15

GWEB: TUITION REMISSION APPLICATION

If you believe your course is eligible for tax exemption after you review the Taxable Tuition FAQ’s document on https://benefits.gwu.edu/tuition-remission and have completed your Tuition Remission Benefit Application, please click the green button below to initiate your Graduate Course Certification request. Note: Successful submission of your request is not a confirmation of the course being tax exempt eligible.

Graduate Course Certification requests for GW university employees and affiliates must be submitted by the following dates.

- Fall Semester: July 6 through August 17
- Spring Semester: October 3 through January 3
- Summer Semester: April 14 through May 11

GRADUATE COURSE CERTIFICATION FOR TAX EXEMPTION

Note: You must complete this process for each course you wish to have reviewed for tax exempt status. Click the green button to repeat the process.
Please enter your Email and Password to login to the online form
Complete all required fields with * and attach all required documents. Type the email of supervisor and back up person. Next, review the agreement language, check the box to agree and initial. Click “Submit.”
If you click submit and receive this message, please review the **format** of your attached files. Also, you must remove any special characters from the filenames before uploading. **Examples** - "[()!*&^%$#@!~`|}{\[\]\}']" -
Thank you for submitting your tax exemption request.

If you have an additional course(s) that you believe is eligible for tax exemption, please remember that you need to submit a separate request for each course. (Click Here to fill out a new form)

Note: This is not a confirmation of your graduate course certification request being approved for tax exemption. You will receive separate email notifications as your request goes through the approval process.

As a reminder, graduate course certifications must be submitted by the following semester due dates for tax exemption consideration:

- Fall Semester: July 6 through August 17
- Spring Semester: October 3 through January 5
- Summer Semester: April 14 through May 11

Have questions? Please contact the Tuition Programs Administrator at tuition@gwu.edu or (571) 553-8249

GW Benefits
Human Resource Management and Development

If you receive this message, your submission was successful and forwarded to the next level reviewer
Once you have successfully submitted your graduate course certification forms for the semester, they will be sent to the next level reviewer.

If additional information is required, you shall receive a notice via email.

Please feel free to contact us if you have additional questions or concerns at tuition@gwu.edu, or (571)553-8249.

GW Benefits