

# THE GEORGE WASHINGTON UNIVERSITY APPLICATION FOR TUITION BENEFITS

/ \_\_\_\_\_  
SEMESTER/YEAR

EMPLOYEE INFORMATION

<b>NAME:</b>		<b>GWID OR SSN:</b>	
<b>HIRE DATE:</b>	<b>DEPT:</b>		
<b>WORK PHONE:</b>	<b>HOME PHONE:</b>	<b>FULL-TIME</b> <input type="checkbox"/>	<b>PART-TIME</b> <input type="checkbox"/>

EMPLOYMENT AFFILIATION

<input type="checkbox"/> <b>FACULTY / MED. RESIDENT / EXECUTIVE STAFF</b>	<input type="checkbox"/> <b>CHILDREN'S NATIONAL MEDICAL CENTER</b>
<input type="checkbox"/> <b>RESEARCH PERSONNEL</b>	<input type="checkbox"/> <b>NROTC / AROTC</b>
<input type="checkbox"/> <b>STAFF</b>	<input type="checkbox"/> <b>VETERAN'S ADMINISTRATION HOSPITAL (WASHINGTON, DC ONLY)</b>
<input type="checkbox"/> <b>RETIREE</b>	<input type="checkbox"/> <b>OTHER</b>

STUDENT INFORMATION

<b>NAME:</b>		<b>GWID OR SSN:</b>	<b>DATE OF BIRTH:</b>
<input type="checkbox"/> <b>SELF</b>			
<input type="checkbox"/> <b>SPOUSE - COMPLETE EACH SEMESTER</b> DATE MARRIED - _____		<input type="checkbox"/> <b>DEPENDENT</b> (IF UNMARRIED DEPENDENT CHILD IS NOT NATURAL OR LEGALLY ADOPTED SON OR DAUGHTER, PLEASE PROVIDE DOCUMENTATION THAT STUDENT IS YOUR LEGAL DEPENDENT) <b>COMPLETE EACH SEMESTER</b>	
<input type="checkbox"/> <b>DOMESTIC PARTNER - COMPLETE EACH SEMESTER</b> DATE DECLARATION SIGNED - _____			
<b>HOME STREET ADDRESS:</b>		<b>CITY:</b>	<b>STATE:</b> <b>ZIP CODE:</b>
<b>UNDERGRADUATE</b> <input type="checkbox"/>	<b>GRADUATE</b> <input type="checkbox"/>	<b>NON-DEGREE</b> <input type="checkbox"/>	
<b>GW SCHOOL OR DIVISION</b>		<b>DEGREE SOUGHT</b>	

IF DEPENDENT IS A DEGREE CANDIDATE AT ANOTHER INSTUTION: NAME OF SCHOOL \_\_\_\_\_

**GRADUATE DEPENDENT CHILD ELIGIBILITY INFORMATION (COMPLETE ONLY IF THE APPLICATION IS FOR DEPENDENT CHILD IN A GRADUATE PROGRAM)**

INSITUTION UNDERGRADUATE DEGREE RECEIVED \_\_\_\_\_

GRADUATION DATE \_\_\_\_\_

DID STUDENT EVER ENROLL FOR UNDERGRADUATE STUDY AT GW USING EMPLOYEE TUITION BENEFITS?  NO  YES

IF YES LIST SEMESTERS \_\_\_\_\_

\*\*\*\*\***NOTE:** THE FOLLOWING CRITERIA APPLIES TO ALL GRADUATE DEPENDENT CHILDREN\*\*\*\*\*

THE DEPENDENT CHILD THAT OBTAINS AN UNDERGRADUATE DEGREE USING LESS THAN EIGHT SEMESTERS OF TUITION BENEFIT COVERAGE MAY APPLY THE DIFFERENCE TOWARDS A GRADUATE DEGREE PROGRAM PROVIDED THE CHILD REMAINS A LEGAL DEPENDENT PER IRS DEFINITION.

Has the student received a Merit Scholarship?  Yes  No

Has the student received any outside tuition assistance (e.g. Tuition Reimbursement from another employer)?  Yes  No

**CERTIFICATION**

I hereby certify that I have read the general provisions and eligibility requirements for GW employee tuition benefits. I further certify that if this benefit is used for spouse and/or unmarried dependent that the above named student receiving the benefit is my legal spouse or domestic partner for whom an affidavit has been filed, or my natural or adopted child, or that I am appointed legal guardian and the child is legally dependent upon me as defined by the Internal Revenue Service Code, and that the student (spouse or child) is not a regular employee of the university and meets all the requirements for eligibility. I understand that any misrepresentation in the above statements will be subject to discipline up to and including termination.

EMPLOYEE SIGNATURE

DATE

SIGNATURE OF BENEFIT SERVICES REPRESENTATIVE

DATE

# **THE GEORGE WASHINGTON UNIVERSITY APPLICATION FOR TUITION BENEFITS**

## **GENERAL PROVISIONS:**

1. **Benefits apply to tuition only for courses offered at GW.** Tuition benefits will be awarded based on tuition costs for each course; however, credit limits per semester apply for employees. Certain programs, such as Executive Graduate Programs, Outside Vendor Online Courses, Doctor of Nursing Practice - Executive Leadership and the M.D. degree within the Medical School, are entirely excluded from the tuition benefit program.
2. The employee/student must meet admission requirements and is subject to all academic rules, regulations, and fees.
3. The privilege of class attendance is limited to time apart from normal working hours.
4. In the event of termination of employment, the tuition benefit will prorated by the Student Accounts Office. If an employee will change employment status while using the tuition benefit during a semester, the change will be effective in the following semester.
5. Spouse shall be interpreted as meaning the legal husband or wife of the employee with no legal separation or divorce in effect. Domestic Partner will be the same or opposite sex partner of an eligible employee who has filed the required affidavit with GW Benefits.
6. Dependent children must be the natural, stepchild, or legally adopted children of the employee or a child for whom the employee is the legal guardian. The child must be unmarried and legally dependent upon the employee for support as defined by the Internal Revenue Service. Employees will be required to furnish documentation to support spouse or dependent status.
7. Dependent children must be enrolled in a degree-granting program at GW or another university/college.
8. Some employee graduate/doctoral tuition benefits may be subject to Federal, State, or Local taxation. An exemption from graduate tuition tax withholding may be granted for work related course work and for research personnel. Please refer to the “**Certification of Graduate Level Courses as Work Related**” form for additional information and to apply for an exemption. *Graduate tuition benefits* issued to the employee’s spouse, domestic partner, or dependent child are subject to imputed tax withholdings. *Undergraduate tuition benefits* issued to the employee’s domestic partner or common law spouse are subject to imputed tax withholdings. Imputed tax withholdings are scheduled for payroll deductions during the semester the benefit was issued. For additional information, please contact GW Benefits at (571) 553-8382.
9. Applications must be submitted by the following dates to be considered:
  - Fall Semester: October 1
  - Summer Semester: June 15
  - Spring Semester: February 1

***Faculty, research personnel, executive management , staff, and medical residents*** are eligible for tuition benefits if hired on or before the start of a semester. Please check the university's academic calendar semester start dates.

For additional information, please contact the GW Benefits at **(571) 553-8382** or [tuition@gwu.edu](mailto:tuition@gwu.edu) . Applications can be mailed, faxed or e-mailed to:

Address: **GW Benefits**  
**45155 Research Place, Suite 160**  
**Ashburn, VA 20147**  
**FAX: (571) 553-8385**  
**E-Mail: [tuition@gwu.edu](mailto:tuition@gwu.edu)**