








# TUTION REMISSION PROGRAM GRADUATE COURSE CERTIFICATION ONLINE FORM PROCESS AND STEPS

# Graduate Course Certification Online Form – Tuition Remission Webpage

→  [hr.gwu.edu/tuition-remission](https://hr.gwu.edu/tuition-remission)     

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Tuition remission benefits for eligible faculty, staff, and dependents begin the semester that start 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 are 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](https://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.

# GRADUATE COURSE CERTIFICATION FORM ONLINE -- PROCESS AND STEPS

## 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 Benefit. **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.

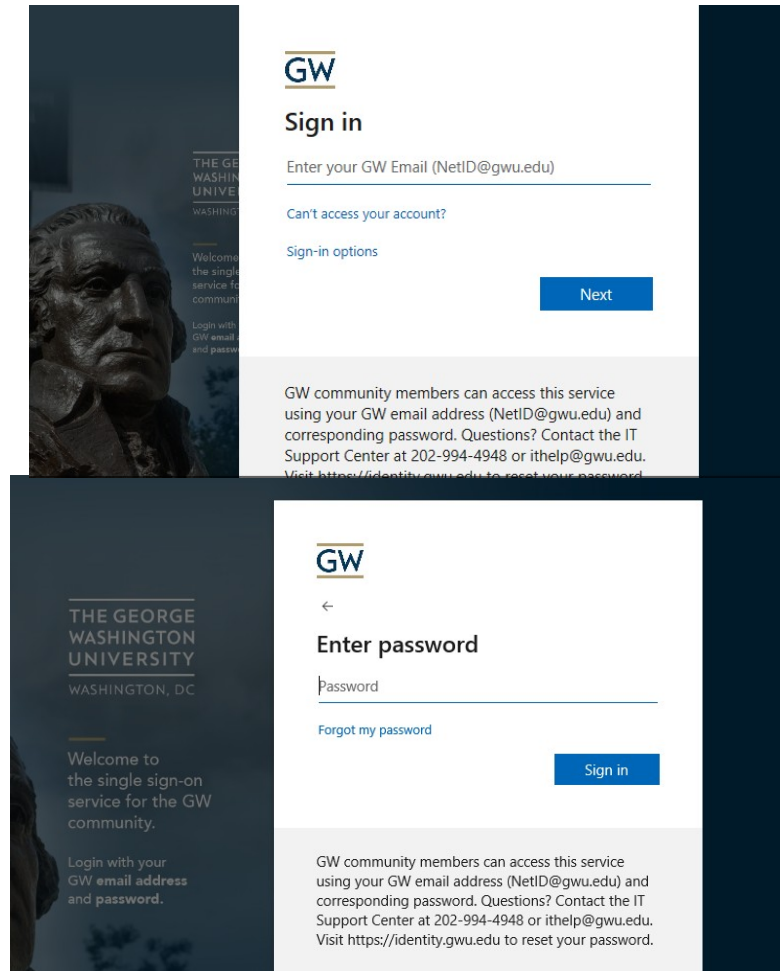
- Fall Semester: **July 6 through August 17**
- Spring Semester: **October 3 through January 5**
- Summer Semester: **April 14 through May 11**

### 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.



# GRADUATE COURSE CERTIFICATION FORM ONLINE -- PROCESS AND STEPS



**GW**

**Sign in**

Enter your GW Email (NetID@gwu.edu)

Can't access your account?

Sign-in options

Next

GW community members can access this service using your GW email address (NetID@gwu.edu) and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit <https://identity.gwu.edu> to reset your password.

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**GW**

←

**Enter password**

Password

Forgot my password

Sign in

GW community members can access this service using your GW email address (NetID@gwu.edu) and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit <https://identity.gwu.edu> to reset your password.

**Please enter your Email and Password to login to the online form**

# GRADUATE COURSE CERTIFICATION FORM ONLINE -- PROCESS AND STEPS

**GW** GRADUATE COURSE CERTIFICATION FOR TAX EXEMPTION  
*One submission per course*

*\* Denotes a required field*

**EMPLOYEE INFORMATION:**

Name\* Kospanos, Sotirios

Classification\* ☐ Faculty ☐ Staff ☐ Research ☐ Medical Resident

**DEGREE & COURSE INFORMATION:**

Is this a Non-Degree Program?\* ☐ Yes ☐ No *(If No, put N/A for the next 2 Questions)*

Name of Degree Program\*

Type Of Degree Program\*

Graduate Course Name\*

Graduate Course Number\*

Semester\* ☒ Summer

Semester Year\*

Number of Credits\*

Describe in detail how this course is directly correlated to your current position and how this course will improve or maintain skills required for your position. (Attach a description below if needed)\*

Please attach your Job Description\*

*(Note: Faculty, Medical Residents and Researchers - include list of job duties in lieu of job description)*

Please attach the Course Description\*

*Please attach course syllabus if available.*

Please attach any other

I, Kospanos, Sotirios, acknowledge that the IRS regulations provide specific criteria regarding employer-provided graduate / doctorate level tuition benefits in excess of \$5,250 per year. I also acknowledge that The George Washington University will strictly adhere to these IRS regulations when making its decision regarding my work related request. My request will be reviewed thoroughly by GW Benefits Department before I am provided with the answer to my request. I understand that tax law, by its nature, is subject to interpretation, and that the university consults with the Tax Department on occasion to assist with the decision-making process.

Employee's Agreement\* ☒ I Agree to the Above

Employee's initials\*

Date\* 4/4/2017

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."

# GRADUATE COURSE CERTIFICATION FORM ONLINE -- PROCESS AND STEPS

**GW** GRADUATE COURSE CERTIFICATION FOR TAX EXEMPTION  
*One submission per course*

\* Denotes a required field

**EMPLOYEE INFORMATION:**

Name\* Kostasios, Sotirios

Classification\* ☐ Faculty ☐ Staff ☐ Research ☐ Medical Resident

**DEGREE & COURSE INFORMATION:**

Is this a Non-Degree Program? ☐ Yes ☐ No (If No, put N/A for the next 2 Questions)

Name of Degree Program\*

Type Of Degree Program\*

Graduate Course Name\*

Graduate Course Number\*

**Message from webpage**

File format should be MS Word, MS Excel, Text or PDF

OK

Please attach the Course Description\* Add Attachment  
Please attach course syllabus if available.

Please attach any other Add Attachment

I, Kostasios, Sotirios acknowledge that the IRS regulations provide specific criteria regarding employer-provided graduate / doctorate level tuition benefits in excess of \$5,250 per year. I also acknowledge that The George Washington University will strictly adhere to these IRS regulations when making its decision regarding my work related request. My request will be reviewed thoroughly by GW Benefits Department before I am provided with the answer to my request. I understand that tax law, by its nature, is subject to interpretation, and that the university consults with the Tax Department on occasion to assist with the decision-making process.

Employee's Agreement\* ☐ I Agree to the Above

Employee's initials\*

Date\* 4/4/2017

SUBMIT CANCEL

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 - [()\*&^%\$#@!~`|X[]\'] -**

# GRADUATE COURSE CERTIFICATION FORM ONLINE -- PROCESS AND STEPS

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UNIVERSITY  
WASHINGTON, DC

## TUITION REMISSION

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## 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](mailto: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](mailto:tuition@gwu.edu), or (571)553-8249.

GW Benefits