

THE GEORGE WASHINGTON UNIVERSITY APPLICATION FOR TUITION BENEFITS

/

SEMESTER/YEAR

EMPLOYEE INFORMATION

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

EMPLOYMENT AFFILIATION

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

STUDENT INFORMATION

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

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

GRADUATE DEPENDENT CHILD ELIGIBLTY 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*******

1-THE EMPLOYEE MUST HAVE BEEN ELIGIBLE FOR TUITION BENEFITS DURING DEPENDENT CHILDS UNDERGRADUATE PROGRAM.

2-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.

3-THE GRADUATE DEGREE PROGRAM BEGINS WITHIN FIVE YEARS OF RECEIVING THE UNDERGRADUATE DEGREE.

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 _____

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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, the maximum benefit per course will **not** exceed three times the current Columbian College hourly credit rate. Certain programs, such as Executive Graduate Programs, Ph.D. programs in Clinical Psychology 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. The department head must report any exception to the Director Benefit Services.
4. In the event of termination of employment or change to an ineligible benefit status, this award becomes invalid. Student Accounts will make financial adjustments on a prorated basis through the end of the examination period.
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 sex partner of an eligible employee who has filed the required affidavit with Human Resource Services.
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 may 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 the Benefits Administration Department at (571) 553-8382.
9. Applications must be submitted by the following dates to be considered:
 - Fall Semester: October 1
 - Spring Semester: February 1
 - Summer Semester: June 15

Regular full-time and regular part-time staff are eligible for tuition benefits the first semester following successful completion of 180 days of regular employment. This waiting period must be completed before the first day of the academic semester in order to be eligible for benefits that semester.

Faculty, research personnel, and residents are eligible for tuition benefits the first academic semester following their hire date. If the hire date should occur on the first day of the academic semester, tuition benefits will be effective with that semester.

For additional information, please contact the Benefit Administration Department at (703) 726-8382 or benefits@gwu.edu
Applications can be mailed, faxed or e-mailed to:

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