

UNIVERSITY of MASSACHUSETTS

Amherst • Boston • Dartmouth • Lowell • President's Office • Worcester
TUITION WAIVER • TUITION REMISSION

Employee Information - Please Print

Employee Name: _____ Employee #: _____

Title: _____ Department: _____

Campus: Lowell Collective Bargaining Unit (Union)* _____
*If none, indicate non-unit

Student Information - Please Print

Student Name: _____ Social Security #: _____

Employee Spouse* Domestic Partner* Dependent/Date of Birth* _____
*appropriate documentation is required

Community College, State College or University Campus Attending _____

Fall Semester / Year _____ Spring Semester / Year _____

Winter Session / Year _____ Summer Session / Year _____

Level of Course Work and Course(s) to be taken: Undergraduate Graduate Continuing Education

Complete this shaded section only if the employee is the student

Department	Course Title	Course #	# of Credits	Day/Time

 Employee Signature Date

Release Time Approval, If Requested For employees enrolled in a graduate level course/program:
Is Course/Program Job-Related? Yes___ No___

 Department Head Signature Date Department Head Signature Date

Human Resource Use Only

Full-Time Employee Part-Time Employee ___% Date of Hire _____

The individual named above is an employee of the University of Massachusetts and is eligible and approved to receive

Tuition Waiver Tuition Remission Release Time, If Requested

Is this tuition benefit taxable? Yes___ No___ If yes, total taxable value of tuition benefit _____

 Human Resource Designee Date

UMASS LOWELL TUITION REMISSION POLICY

The Tuition Remission Policy passed by the Higher Education Coordinating Council (HECC) applies to any state-supported course or program at the undergraduate or graduate level at any Community College, State College, or University (excluding the M.D. Program at the University of Massachusetts Medical School).

In addition the policy applies to any non-state-supported course or program offered through Continuing Education, including community service courses or programs at any Community College, State College, or University.

EFFECTIVE DATE: You must have completed at least six (6) months of employment as of the first day of class if the course in which you are enrolling is at a Community College or State College. You must be employed prior to the first day of classes to receive a tuition waiver for any of the UMass campuses.

Who is eligible for this benefit?

FULL TIME EMPLOYEES: As a full time benefited staff member, you are eligible for a full tuition waiver for all credits per semester in any state-supported course or any UML Continuing Education program. Additionally, you are eligible for half (50%) tuition waiver for any non-state-supported course or program offered through Continuing Education at other state colleges or universities. Signatory approval of the Human Resource Office is required. If you take a class during normal working hours, you must arrange to make up an equal amount of work time.

PART TIME EMPLOYEES: At any UMass Campus, part-time employees (at least 50% time, with benefits) are eligible for up to 7 tuition-free credits per semester for undergraduate and graduate classes. At any other State School, part-time benefited employees are eligible for half (50%) tuition waiver for all credits per semester in any state-supported course or program and quarter (25%) tuition waiver for any non-state-supported course or program offered through Continuing Education.

DEPENDENTS: Whether you are a full time or part time benefited employee, your spouse and/or unmarried dependent children up through the age of 25 shall be eligible for a tuition waiver. The percent of tuition waived is in accordance with your eligibility status (please see above). If your dependent child is older than 25 years of age, you may request a waiver of the age limit requirement from the President of the University system. Per applicable Collective Bargaining Agreements, a domestic partner may be eligible for tuition benefits.

What does the waiver cover?

The waiver applies to tuition only. As an added benefit to employees, UMass Lowell waives fees for undergraduate and graduate courses. Part-time employees have the same percentage of their fees waived as they do their tuition. Fees are not waived at other state campuses and are not waived for spouse/partner or dependents.

When do I have to fill out this form?

You need to complete the Tuition Remission form each semester. It may be completed up to 120 days prior to the start of each semester.

What do I do with the form?

All forms should be completed and brought to the Human Resource Office for approval. Once approved, they can be submitted to the respective campus for proper credit. For classes taken at UMass Lowell, please forward completed forms to the Accounts Receivable Office in Dugan Hall.

Is this tuition waiver taxable ?

Yes, it may be considered taxable income. All undergraduate and Continuing Education courses are exempt from taxation. Graduate courses for employees are exempt from taxation. A spouse, partner, or dependent child enrolled in graduate courses may be subject to taxation.

If the Human Resource Office declares that the income is taxable, they will notify the employee of their options for having this income tax withheld.