



Office of Human Resources – Benefits
MCW Graduate School Tuition Course Approval / Authorization Form

A full or partial tuition benefit may be available pursuant to Policy # HR.BN.140 to full time and full Professional Effort Faculty, Instructors, Post Doctoral Fellows and full time exempt and non-exempt Staff. Approval must be obtained to complete the registration process.

This benefit is for Tuition ONLY. The maximum pre-tax benefit is determined by Section 127 of the Internal Revenue Code and will be offset by the Staff Tuition Reimbursement Policy for exempt and non-exempt Staff.

FORM MUST BE SUBMITTED PRIOR TO COMPLETION OF REGISTRATION

Section 1 Course Approval

(Please Print)

Name:
Employee ID Number:
Home Address:

Department:
Title:
Employee Status: Full Time or Full Professional Effort (circle one)
Name of Degree (if applicable):

Course Number and Title:
Number of Credits/Cost of course:
Dates of Course: from to
Time of Day: from to

Course Number and Title:
Number of Credits/Cost of course:
Dates of Course: from to
Time of Day: from to

Course Number and Title:
Number of Credits/Cost of course:
Dates of Course: from to
Time of Day: from to

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Dates of Course: from to
Time of Day: from to

Course Number and Title:
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Dates of Course: from to
Time of Day: from to

Course Number and Title:
Number of Credits/Cost of course:
Dates of Course: from to
Time of Day: from to

Check this box if you are a National Research Service Award (NRSA) Recipient

Employee Signature Date

Printed Employee Name

*Supervisor Signature Date

Printed Supervisor Name

Approved for Departmental Funds

Amount Paid by Department \$

Account to be charged:

Not Approved To Be Paid By Department

*Chairman/Administrator Date

Printed Chairman/Administrator Name

Department Chairman/Administrator please route to the Graduate School

MCW Graduate School Verification Date

Printed MCW Graduate School Verifier Name

Keep a copy for your records. This form will be processed and a copy returned to you as soon as administratively possible.

Section 2 Office of Human Resources/Benefits Approval

Staff Tuition (Policy HR.BN.100)

Approved (subject to reimbursement caps)
Amount Approved: _____

Benefits Representative Signature

Benefits Manager Signature

Tax Determination:

Not Taxable through MCW

Payroll/Tax Specialist Signature

MCW Graduate School Benefit (Policy # HR.BN.140)

Amount Approved: _____

Date

Date

Taxable Amount \$ _____

(If the taxable amount is \$500 or less, the taxation will occur on one payroll: _____)

(Monthly Paid) Taxed on the following payrolls:

(Semi-Monthly Paid) Taxed on the following payrolls:

Taxable Benefit each payroll: \$ _____

Date