Bentley **University** – Graduate/Graduate Level Tuition Remission Tax Exemption Form

If you wish to declare that your proposed graduate/graduate level course is job related and should be exempt from taxation, please complete this form and have it reviewed and signed by your supervisor. Please return this form along with your Tuition Remission Request Form to Human Resources. Please complete one form per course.

Graduate/Graduate-Level Courses (Certificate Programs): Graduate or graduate-level courses, like courses part of a certificate program, that are taken by your spouse, qualified domestic partner and/or dependent are included in your taxable income. I understand that fees for graduate courses taken may be included in my taxable income if not job related, under current IRS tax code regulations.

If your course is not determined to be job-related by your supervisor, you will be subject to taxation on the tuition remission benefit. Submitting this form does NOT guarantee tax exemption.

Employee **Information** (please **print)** Name: Department:

Job Title: Employee ID:

Name of Immediate Manager:

# Course Information

Course Name:

Course #:

Semester: Fall Winter Spring Summer I Summer II

Please explain why you believe the course is job related to you current profession at Bentley University:

**I certify that the course above** is: 1.) Job related

2.) Does not meet the minimum requirements of my current position 3.) Does not train me for a new profession

# Employee Signature: Manager’s Signature:

Date:

Date:

(Revised 5/20)