INSTRUCTIONS FOR NYU-POLY EMPLOYEES APPLYING FOR TUITION REMISSION FOR WASHINGTON SQUARE REGISTRATION.

Exclusions: The benefit does not extend to temporary employees, visiting faculty or fellows, post-doctoral researchers, or part-time employees.

This form is to be used to apply for NYU tuition remission for registration at Washington Square by all NYU-Poly employees, their spouses, registered domestic partners, or eligible dependent children.

1. Read the tuition remission policy. To view or print a copy of the current tuition remission policy, go to the Human Resources website at www.nyu.edu/hr.

2. Complete the form and obtain approvals.

3. Human Resources at NYU-Poly will send the Tuition Remission Application to the Office of the Bursar for processing. The NYU-Poly Human Resources contact information is:

   NYU School of Engineering
   15 Metrotech Center, 6th Floor
   Brooklyn, NY  11201
   E-mail: hr@poly.nyu.edu
   Tel: 718-260-3840

Documents You May Be Required To Submit With This Form:

- **Proof of relationship is required** (e.g. marriage certificate, birth certificate showing name of parent and child, adoption papers, domestic partner registration and affidavit).

- You may be required to provide **proof of dependency** such as a tax return if the tuition remission application is for a child.

- If applying for tuition remission for a dependent child, an affidavit to confirm eligibility for dependent child tuition remission is required.

- If you are applying for tuition benefits under special student status, you must submit a letter from the school at which you are registered with the Tuition Remission Application. The letter must verify that application to a degree program has been made, and matriculation is pending due to the need for prerequisite courses or the submission of a timely but incomplete application.
Affidavit to Confirm Eligibility for Dependent Child Tuition Remission

- Is your child a biological or legally adopted son, daughter, stepson, or stepdaughter, or a child placed with you by an authorized foster placement agency or by a judgment, decree, or order issued by a court of competent jurisdiction?
  □ Yes   □ No

- Has your child lived with you for more than one half of the taxable year? A child who is a full-time student during each of the five calendar months during the tax year and living on campus is deemed to have “lived” with you provided the child student is financially dependent upon you.
  □ Yes   □ No

- Have you provided over one-half of financial support for your child for the taxable year? This support can include your financial obligation to pay for tuition and other expenses related to your child’s higher education.
  □ Yes   □ No

- Is your child age 23 or younger at the end of the calendar year (December 31st) term for which you are applying for tuition remission?
  □ Yes   □ No

- Your child has not filed a joint return with his or her spouse for the relevant taxable year (other than a claim for a refund).
  □ Yes   □ No

Employee Signature

__________________________________

Date

________________________
# Tuition Remission Application

**FOR NYU-POLY EMPLOYEES APPLYING FOR TUITION REMISSION FOR WASHINGTON SQUARE REGISTRATION.**

<table>
<thead>
<tr>
<th>Student — Last Name</th>
<th>Student — First Name</th>
<th>MI</th>
<th>Student ID#</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYU Employee — Last Name</td>
<td>NYU Employee — First Name</td>
<td>MI</td>
<td>Employee ID#</td>
<td>Employee Type:</td>
</tr>
</tbody>
</table>

**Employee — Check one:**

- [ ] Administrators, Faculty, or Researchers
- [ ] Lab & Tech, Office & Clerical, or Non-Union Staff

**Student Relationship to Employee:**

- [ ] Self
- [ ] Dependent child
- [ ] Spouse/Registered Domestic Partner

Check one:

- [ ] Currently matriculated for an NYU degree; indicate school: ________________________________

  Anticipated degree: [ ] AAS/AA  [ ] BS/BA/BFA  [ ] MS/MBA/MA  [ ] PhD  [ ] Other (specify): ________________

- [ ] Prospective NYU student (not yet matriculated), to which NYU school have you applied?

- [ ] Visiting summer student (dependent child only), a letter from the school in which student is matriculated must be attached indicating that this coursework will be accepted for academic credit.

**School in which courses will be taken:** ____________________________  **Year:** ___  [ ] Spring  [ ] Summer  [ ] Fall

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Day(s)</th>
<th>Time (start/end)</th>
<th>Credits</th>
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**Total Credits/TR Equivalent Points:** __________

I have read the attached instructions and the tuition remission policy on the HR website. I attest that I am eligible to use tuition remission for the courses noted. I agree that if it subsequently should be found that I am not eligible for the remission involved, I will pay the full tuition and fees.

**Student Signature**

______________________________  **Date**

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**Signature of Human Resources Division (15 Metrotech Center, 6th floor)**

______________________________  **Date**

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**To be completed by Bursar’s Office (105 E. 17th Street, 3rd Floor)**

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<tr>
<th>Item Type:</th>
<th>Amount:</th>
<th>SIS Term:</th>
<th>Potential taxable amount for Payroll reporting (graduate programs only):</th>
</tr>
</thead>
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