

**APPLICATION FOR TUITION ASSISTANCE
FACULTY**

Year: _____

Semester: _____
(Select Appropriate Semester)

Return via email to uschr@usc.edu

Faculty Member Name _____ USC ID Number _____ Social Security Number _____ Faculty Title _____ <input type="checkbox"/> Tenured <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non-Tenure Track School/Department _____ Campus Telephone Number _____ Email Address _____	Select one: <input type="checkbox"/> Degree Candidate <input type="checkbox"/> Credit <input type="checkbox"/> Non-Degree Candidate <input type="checkbox"/> Audit <input type="checkbox"/> Full-Time* (100%) *Part-time faculty are not eligible for tuition assistance. NOTICE: Tuition Assistance for non-job-related graduate courses in excess of \$5250 per calendar year is taxable income to you. If you are enrolled in a graduate course, complete the Graduate Coursework Certification.
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COURSE INFORMATION:

School / Department: _____ **Units:** _____

I have read the current Tuition Assistance Benefit policy and, I am eligible for one credit course or one audit course per semester including a summer session and may take 6 undergraduate or 4 graduate or professional units per semester, including a summer session.

I am responsible for immediate payment to the University of any prorated amount of tuition assistance if a post-registration audit reveals that I changed my employment status during the semester(s) in which I received tuition assistance, tuition assistance has been applied to any ineligible tuitions or fees, or the maximum allowed units of tuition assistance has been exceeded. The first and last day of classes in any semester/session is defined by the University's academic calendar. This includes fall, spring and summer semesters/sessions. The academic calendar may be found at the following link: <http://www.usc.edu/academics/calendar/>.

I certify the aforementioned is true and correct. I accept the terms and conditions of my use of the benefit. I understand misuse or misrepresentation may result in denial of tuition assistance.

Faculty members shall not be candidates for degrees in the same school in which they have an appointment. In addition, assistant professors on the tenure track shall not simultaneously be candidates for degrees anywhere at the University. Individual exceptions may be made only with the approval of the Provost or of a special committee appointed by the President.

Faculty Member Signature

Date

**REQUEST FOR EXCEPTION FOR DEGREE CANDIDATE PROHIBITION
CONFIRMATION OF CANDIDACY STATUS AND FACULTY STATUS**

Degree Objective _____ Assistant Professor rank, tenure track Degree Candidate Same School

The above named faculty member has been approved as a degree candidate.

Vice Provost for Faculty Affairs (or Designee's) Signature

Date

FOR OFFICE USE ONLY

UPC BENEFITS ADMINISTRATION

Eligibility Tax Form Forwarded _____ Date Tab Input

Benefits Administration

Date