

**APPLICATION FOR TUITION ASSISTANCE  
STAFF — ADMITTED STUDENTS**

Year: \_\_\_\_\_

Semester: \_\_\_\_\_  
(Select Appropriate Semester)

**Return via email to uschr@usc.edu**

Employee Name _____ USC ID Number _____ Social Security Number _____ Job Title _____ School / Department _____ Campus Telephone Number _____ Email Address _____	<p><b>NOTICE:</b> 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.</p> <p><input type="checkbox"/> Full-time or (100%) or <input type="checkbox"/> Grandfathered (see definition below)</p>
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**COURSE INFORMATION:**

**Degree Program:** \_\_\_\_\_ **Units:** \_\_\_\_\_

**DEFINITION:** “Grandfathered employee” means a staff employee or faculty member whose date of employment with the university is (1) prior to July 1, 2011 or (2) on or after July 1, 2011, but he or she has a verified offer letter accepting employment co-signed prior to July 1, 2011. Rehired employees should contact Benefits Administration to determine whether they might qualify as a “grandfathered employee.”

I have read the current Tuition Assistance Benefit policy and, as a degree candidate formally admitted to the University, I am eligible to receive up to 100% tuition assistance for courses which meet the academic requirements of my degree program, for a maximum of six (6) units for record per semester or summer term, of which no more than four (4) units may be at the graduate level.

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 or tuition assistance has been applied to any ineligible tuition 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 am responsible for securing my supervisor's approval if any course for which I am registered meets during my scheduled workday.

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.

\_\_\_\_\_  
Staff Employee Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**UPC BENEFITS ADMINISTRATION**

Eligibility                       TAB Input

Admitted Student               Tax Form Forwarded \_\_\_\_\_  
Date

\_\_\_\_\_  
Benefits Administration

\_\_\_\_\_  
Date