

**SJFC STAFF ASSOCIATE POSITION
GRADUATE TUITION AGREEMENT FORM**

SECTION 1: EMPLOYEE INFORMATION: (Must be completed and signed)

NAME _____ SJFC ID# _____

DATE OF HIRE _____ DEPARTMENT _____

The Staff Associate Position allows for six graduate level courses per academic year (excluding EMBA and doctoral programs). This agreement does not cover fees. I understand that I must be a matriculated graduate student at the College in order to be eligible for this tuition benefit. I also understand that I will be held responsible for any balance not covered by this agreement. Per applicable Internal Revenue Service (IRS) Code, the first \$5,250 of tuition benefits each calendar year is considered to be a nontaxable benefit. Any additional cost for tuition benefits exceeding \$5,250 will be reported as taxable wages on your annual W-2.

COURSE INFORMATION:

MATRICULATED IN THE FOLLOWING GRADUATE PROGRAM _____

SEMESTER/YEAR _____ NUMBER OF CREDIT HOURS _____

ENROLLED IN:

COURSE TITLE _____ COURSE/SECTION _____

COURSE TITLE _____ COURSE/SECTION _____

COURSE TITLE _____ COURSE/SECTION _____

COURSE TITLE _____ COURSE/SECTION _____

EMPLOYEE SIGNATURE _____ DATE _____

APPROVED BY: _____ DATE _____
SUPERVISOR

SECTION 2: HUMAN RESOURCES DEPARTMENT VERIFICATION

APPROVED BY: _____ DATE _____
HUMAN RESOURCES REPRESENTATIVE

SECTION 3: STUDENT ACCOUNTS OFFICE

IS THE STUDENT IN GOOD ACADEMIC STANDING? YES ☐ NO ☐

If "NO" the person's continued participation in the Staff Associate Program needs to be evaluated by the Human Resources Director and the Divisional Vice President.

TUITION AMOUNT \$ _____ TAXABLE AMOUNT \$ _____

DISCOUNT AMOUNT \$ _____

STUDENT ACCOUNTS REPRESENTATIVE SIGNATURE: _____ DATE _____

Copies forwarded to:

☐ Human Resources ☐ Financial Aid ☐ Payroll ☐ Student Accounts

***NOTE:**

WITHDRAWAL FROM CLASSES, BEING IN POOR ACADEMIC STANDING OR A FAILURE TO COMPLY WITH NECESSARY PAPERWORK REQUIREMENTS MAY, AT THE COLLEGE'S SOLE DISCRETION, RESULT IN THE LOSS OF FUTURE PARTICIPATION IN THE STAFF ASSOCIATE PROGRAM.

11/7/2014