

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

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

NAME _____ 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 university 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 UNIVERSITY'S SOLDE DISCRETION, RESULT IN THE LOSS OF FUTURE PARTTICIPATION IN THE STAFF ASSOCIATE PROGRAM.