



Undergraduate Tuition Remission Processing Instructions and Checklist for Courses

- 1) Employees taking courses must speak with and get permission for course work from their supervisor.
- 2) Register for classes through one of the following ways:
 - Online through Fish' R' Net
 - Center for Career and Academic Planning
- 3) Once an academic year (beginning with the summer semester), complete the Tuition Remission Form and submit with the required documentation to the Human Resources Department at hr@sjf.edu for verification.
 - Spouse: Submit copy of employee's current federal income tax return
 - Dependent child:
 - i. First time applying for benefit: Submit copy of child's birth certificate or drivers license
 - ii. Annually submit a copy of employee's current federal income tax return
- 4) HR will verify eligibility and submit the completed form to Student Financial Services to apply the benefit to the student bill.
 - Please note: HR will share the federal income tax return for matriculated undergraduate students with Student Financial Services. You may be contacted if the student is required to complete the Free Application for Federal Student Aid (FAFSA) at [FAFSA.gov](https://fafsa.gov) and the NYS TAP application at tap.hesc.ny.gov/totw for the aid year the benefit is being requested.

Please note the following information:

Every academic year (beginning with the summer semester) a new Tuition Remission Form must be completed. Employees must obtain a supervisor signature.

Part-time employees are eligible for tuition remission for the equivalent of one three-hour undergraduate course per semester.

Nazareth College employees and dependents must present a letter from the Nazareth College Human Resources Department verifying the employee's eligibility for the tuition remission program. The letter and a copy of the employee's federal income tax return must be presented to St. John Fisher University's Human Resources Department each semester. Age verification information for dependent children must be submitted the first time the benefit is received.

Repeated withdrawals from classes or a failure to comply with necessary paperwork requirement may, in the University's sole discretion, result in a loss of eligibility for future tuition remission benefits. Review the Tuition Remission Policy in the [Employee Handbook](#).

Matriculated students must meet the Standard of Academic Progress for Financial Aid Recipients outlined in the [Undergraduate catalog](#) to receive the benefit.

Dependent children must be under the age of 24 at the time the semester begins to qualify for tuition remission.

Human Resources
Kearney 211
hr@sjf.edu
(585) 385-8048

Student Financial Services
Kearney 204
sfs@sjf.edu
(585) 385-8042

Undergraduate Tuition Remission Form

Employee Information:

SJF Employee Nazareth Employee SJFC Retiree Status: Full -Time Part -Time

Name _____ ID@ _____

Date of hire _____ Department _____

Note: By signing this form, I understand that my coursework must meet the University's requirements outlined in the Undergraduate Catalog which means 1) I must earn a grade of C or higher for Undergraduate-level courses, and 2) I am only allowed to withdraw from 1 class covered by Tuition Remission. I will be required to obtain approvals for subsequent withdrawals in order to maintain my Tuition Remission eligibility. If I withdraw more than once on an unapproved basis, the next semester following the withdrawal will not be covered by Tuition Remission. Counseling may be recommended after two withdrawals throughout the Tuition Remission timeframe. My signature authorizes St. John Fisher University to release my course information, covered by Tuition Remission, to the Human Resources Department.

Spouse/Dependent Child Information:

Course Information: Matriculated _____ Non-Matriculated _____

Academic Year _____ Planned Number of Credit Hours: Summer: _____ Fall: _____ Spring: _____

I understand that the student is required to apply for any type of state and federal assistance for which the student may be eligible. The student will be held responsible for any account balance resulting from the failure to complete the financial aid process and will be billed by the Office of Student Financial Services. I understand that this agreement does not include housing, meal plan, and fees.

Employee Signature _____ Date _____

If the employee is the student: Approved by _____ Date _____