



# Tufts University Tuition Remission Tax Exclusion Form

Employees seeking exclusion from Tuition Remission related taxes on course(s) claimed to be job related must submit a completed Tuition Remission Tax Exclusion Form to the HR Service Center for approval in order to be excluded from any tax liability.

**\*\* A description of the course(s) to be taken must accompany the completed Tuition Remission Tax Exclusion Form. The most acceptable description would be the one found on the Tufts University's on-line course listing.**

Employee Information		
Employee Last Name	First Name	MI
Employee ID #		
Campus Phone #		

Course Name	Semester Taken
1.	
2.	
3.	

Please explain why you believe the course(s) is (are) job related to your current position at Tufts:

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I certify that the course(s) above are:

1. Job Related
2. Do not meet the minimum requirements of my current position
3. Do not train me for a new profession

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name

Human Resources Service Center Use Only	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied
HR Signature:	
Date:	

**Return completed Form (w/course description(s)) to:**

HR Service Center, 200 Boston Ave, Ste 1650, Medford MA 02155

Phone - 617.627.5504 Fax - 617.627.3536 Email - alan.copithorne@tufts.edu