

PSU Tuition Assistance Application

(Not Available to unclassified employees appointed to teaching positions)

Name: _____ ID: _____ Semester: _____

Department: _____ Position title: _____

E-mail address: _____ Campus phone: _____

Employment Status: Full-time _____ Part-time _____

Please indicate any degree(s) completed: _____

What degree, if any, are you seeking? _____

Please list your most recent cumulative GPA* (N/A for first time students): _____

**To remain eligible for future tuition assistance awards, you need to achieve a "C" average (2.0) for undergraduate courses and a "B" average (3.0) for graduate courses.*

Please list the courses you will enroll in. List them in the order to be considered for payment:

	Course designation (example: HIST 101)	Credit Hours	Estimated Tuition	Class Time & Days
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Provide a brief statement explaining how this educational experience will benefit you and the University:

Important Information for Employees Applying for Tuition Assistance

Receiving an award does not guarantee **admission** to the Pittsburgh State University. Employees wishing to enroll need to contact Admissions. When you enroll, be sure to tell the Registrar's staff that you are an employee so that you will be assessed the Staff Tuition Rate.

If it is necessary to **withdraw** from a course, please do so prior to the penalty period so that funds can be returned to the tuition assistance account. Unless a hardship exists, dropping courses after this period may affect future eligibility for tuition assistance.

By signing this application, I authorize HRS to check my grades for the above classes on GUS at the end of the semester.

Important Tax Information: Pursuant to IRS code, section 127, tuition assistance is considered in some circumstances as taxable income and must be reported as such on an employee's annual W-2 form. Individuals with at least a baccalaureate degree may be subject to taxes for their tuition assistance award depending upon the level of coursework and academic program. Recipients who have not yet obtained a baccalaureate degree are not affected by this provision.

Applicant's signature _____ Date _____

Supervisor: _____ endorse _____ do not endorse this request.

Comments:

Supervisor's signature _____ Date _____

Submit the completed application to Human Resources by the deadline.

5 ddfcdfJUH J ice President cf 8 Ydhf < YUX (President's Division): _____ Approved _____ Not Approved
Comments:

AddfcdfJUH J ice President cf 8 Ydhf < YUX (President's Division) signature _____ Date _____