

TUITION ASSISTANCE—GRADUATE COURSEWORK CERTIFICATION

Must complete one form per semester/session

Return via email to payroll@usc.edu**Year:** **Semester:** Fall Spring Summer**Employee name****10-digit USC ID****7-digit employee ID****Job title****School/department****Campus phone****Email**See TUITION ASSISTANCE FOR EMPLOYEES webpage at <https://employees.usc.edu/tuition-assistance-employees/>

NOTICE: Tuition assistance over \$5250 per calendar year is taxable income to the employee for all non-job-related graduate courses. To qualify as job-related, a course must maintain or improve required job skills, or be required by the employer or by law as a condition of continuing employment in the employee's current job. Both the employee and the manager must certify the course as job-related.

Course information

Course name	Is the coursework job-related?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Course number	Units
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I certify that all information provided to obtain non-taxable tuition assistance is true and correct. I understand this exemption is only applicable to university employees.

I understand that tuition assistance benefits for graduate coursework over \$5250 are taxable and will be reported as income for me.

Employee signature**Date****Manager signature****Date****Print manager name**