

Semester/Year

Tuition Remission Form *for* Postdoctoral Scholars

PART 1

Name: _____

Job Title: _____

USC ID Number: _____

Department: _____

School: _____

email address: _____

Name of Faculty Mentor/PI: _____

Instructions

PART 1 of this form is to be filled out and submitted by all postdocs.

PART 2 of this form is to be filled out and submitted by *Postdoctoral Scholar-Research Associates and Postdoctoral Scholar-Teaching Fellows only.*

Course Name

Section (5-digit number)

Units

D-CLEARANCE for a course can be obtained by contacting the department. <http://classes.usc.edu/>

Please provide a brief statement on how this course is training-related.

Postdoctoral Scholar Signature

Date

I certify that this course will positively assist with the training and placement of the above named postdoctoral scholar.

Faculty Mentor/PI Signature

Date

PART 2 to be filled out and submitted by Postdoctoral Scholar-Research Associates and Postdoctoral Scholar-Teaching Fellows only.

Postdoctoral Scholar Coursework Certification

Tuition remission benefits in excess of \$5,250 (per calendar year) for graduate courses taken by an employee are considered taxable and are reported as income for the employee unless the graduate courses are job-related. To qualify as job-related, a course must maintain or improve skills required for the job, 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 his or her supervisor must certify the course as job related.

Employee Name: _____

Job Title: _____

USC ID Number: _____

Department: _____

IS THE COURSEWORK JOB-RELATED?

If **YES**, please provide the job-related course information (*course name, course number, units*) below. The form will be returned if not completed.

Name of PI | Signature | Title of Professor | Date

Postdoctoral Scholar Signature | Date

If **NO**, I understand that tuition remission benefits for graduate courses in excess of \$5,250 (per calendar year) are taxable and will be reported as income for me.

Postdoctoral Scholar Signature | Date