

Office of Human Resources – Benefits
MCW Graduate School Tuition Course Approval / Authorization Form

A full or partial tuition benefit may be available pursuant to Policy # HR.BN.140 to full time and full Professional Effort Faculty, Instructors, Post Doctoral Fellows and full time exempt and non-exempt Staff. **Approval must be obtained to complete the registration process.** Any tax liability, if applicable under IRS Code, is the responsibility of the employee.

This benefit is for **Tuition ONLY**. The maximum pre-tax benefit is determined by Section 127 of the Internal Revenue Code and will be offset by the Staff Tuition Reimbursement Policy for exempt and non-exempt Staff.

FORM MUST BE SUBMITTED PRIOR TO COMPLETION OF REGISTRATION

Section 1 Course Approval

(Please Print)

Name: _____ Department: _____
Dates of Course: from _____ to _____ Dates of Course: from _____ to _____
Time of Day: from _____ to _____ Time of Day: from _____ to _____

Course Number and Title: _____ Course Number and Title: _____
Number of Credits/Cost of course: _____ / _____ Number of Credits/Cost of course: _____ / _____
Dates of Course: from _____ to _____ Dates of Course: from _____ to _____

Check this box if you are a National Research Service Award (NRSA) Recipient

Employee Signature Date

Printed Employee Name

*Supervisor Signature Date

Printed Supervisor Name

Approved for Departmental Funds
Amount Paid by Department \$ _____
Account to be charged: _____

Not Approved To Be Paid By Department

*Chairman/Administrator Date

Printed Chairman/Administrator Name

Department Chairman/Administrator please route to the Graduate School

MCW Graduate School Verification Date

Printed MCW Graduate School Verifier Name

