



# Yeshiva University

## Graduate Level Course Job Related Designation Form

If you wish to declare that your proposed graduate level course is job-related and should be exempt from taxation on that basis, please have this form completed by both you and your supervisor. **Please complete one (1) form per course.** Return this form along with your tuition remission application to the Office of University Benefits. If the form is not received by the Add/Drop Deadline of the current semester, you will be taxed accordingly.

**If your course is NOT found to be job-related based on your supervisor's answers, your tuition remission benefit will be treated as taxable compensation subject to withholding taxes. Submitting this form does NOT guarantee tax exemption.**

### Employee Information (please print)

Name \_\_\_\_\_ Position \_\_\_\_\_  
 Department \_\_\_\_\_ Phone # \_\_\_\_\_  
 Date of Hire \_\_\_\_\_ Status (check one):  Fill-Time  Part-Time  
 Supervisor's Name \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

### Course Information (Please note that the courses taken cannot interfere with your normal work schedule)

Course Name \_\_\_\_\_  
 Course Department \_\_\_\_\_ Course Number \_\_\_\_\_  
 Semester:  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

### Supervisor Approval (To be filled out by the employee's direct supervisor)

Please answer all questions based on content and job responsibilities.

1. Does this course qualify the employee for new employment, or a new trade or business?  
 Yes  No A "No" response is evidence of a "job related" course
2. Does the course enable employee to meet the minimum educational requirements for his/her current position?  
 Yes  No A "No" response is evidence of a "job related" course
3. Does the course maintain or improve the skills required by the employee's current job as supported by the job description?  
 Yes  No A "Yes" response is evidence of a "job related" course
4. Does this course help the employee to meet the express requirements of applicable law to retain his/her current position?  
 Yes  No A "Yes" response if evidence of a "job related" course

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

### Statement of Understanding and Employee Signature

I certify that the information provided in this form is accurate and complete, and I understand that it is subject to review by the Internal Revenue Service. If the course so designated is found not to be job-related, the value of my tuition remission amount may be considered taxable compensation income for which I may owe income tax, FICA and/or late fees, interest and civil fines and I agree to assume responsibility for these amounts.

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