



Faculty/Staff Education Benefit Request Form

**Application and FAFSA
deadlines will be strictly
enforced beginning with the
summer 2020 terms**

DEADLINE FOR APPLICATION: Summer Term - April 30 | Fall Term - July 31 | Spring Term - November 30*

NOTE: The IRS requires that certain education assistance benefits be reported as taxable income and be included on employees' Forms W-2. Please check with a tax professional in regards to how this benefit may impact your annual state and federal taxes. Please read the back of this form for additional details.

The Faculty/Staff Education Benefit will be applied towards tuition cost(s) after all possible institutional aid, federal, and state aid (excluding loans), is applied to tuition. This policy applies to all semesters (fall, spring, and summer sessions). General fees, room and board, and other special fees are not covered under this benefit.

***A separate request form must be completed for each term. This form must be completed and approved prior to class registration. Forms requesting multiple terms or submitted with incomplete information will be denied and returned.**

Section I: (To be completed by employee)

Please print the information in this section. After you have read and signed the Employee Certification and obtained your Department Head's approval and signature, return this form to the Human Resources office. **You are also required to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov before any faculty/staff institutional benefits are awarded and applied to your account. The FAFSA must be completed by the application deadlines mentioned above.**

Student Name _____ Student ID# _____
 Name of Degree Sought _____ Current status (Freshman, Sophomore, Junior, Senior, Grad.) _____
 Employee's Name _____ Employee ID# _____
 Employee's Department _____ Employee's Campus Ext. _____
 Student's Relationship to Employee ☐ Child ☐ Spouse ☐ Self ☐ Other _____
 Does the student qualify as your eligible IRS tax dependent? ☐ Yes ☐ No
 Academic year requested ☐ Undergraduate ☐ Grad Term: (mark one only) ☐ Fall ☐ Spring ☐ Summer 1 ☐ Summer 2
 Has the student already earned a degree through this benefit? ☐ Yes ☐ No If so, ☐ Undergraduate ☐ Graduate

Employee Certification: I have read and understand Campbell University's policy regarding the Faculty/Staff Education Benefit program. I further understand that the benefit will be applied after all institutional funds, and federal/state grant assistance is applied first. I understand that any incomplete or inaccurate information I provide on this application for myself or my dependent may adversely affect my eligibility for the Faculty/Staff Education Benefit under this plan, that Campbell University may seek to recover from me any benefits paid based on incomplete or inaccurate information. I further understand that if I, as an employee of Campbell University, decide to request this Faculty/Staff Education Benefit for courses that I will be taking, those courses cannot occur during my regular working hours and that certain tuition benefits are required by the IRS to be included as taxable income to me. I further agree that once a Faculty/Staff Education Benefit has been made for my dependent or me, it is my responsibility to notify Human Resources promptly if any of the following changes of status occur: the student withdraws, reduces hours, or takes a leave from school, the student obtains his/her undergraduate degree, or the student ceases to be my IRS tax dependent.

Employee Signature _____ Date _____ Dept. Head Signature and Printed Name _____ Dept. Head Ext. _____

Section II: (To be completed by Human Resources)

The above employee began fulltime regular employment at Campbell University on _____ and is eligible to receive benefits under this program for the _____ term.

Job Title/FTE: _____ HR Signature _____ Date: _____

Section III: (Financial Aid - Only one term is to be completed at a time)

Program: ☐ Undergraduate ☐ Graduate Program: _____ (F/S covers 1/2 graduate tuition)
 Tuition Charges: Fall \$ _____ Spring \$ _____ Summer \$ _____
 Gift Aid: Fall \$ _____ Spring \$ _____ Summer \$ _____
 Awarded Amount: Fall \$ _____ Spring \$ _____ Summer \$ _____
 FA Signature and Printed Name: _____ Date: _____

Keep copy for FA file and return original to HR

TAXABILITY OF TUITION BENEFITS

The Internal Revenue Code (IRC) provides three sets of rules that may be used to determine whether a tuition benefit is taxable. If any of the three provisions applies, the tuition will be a tax-free benefit.

Undergraduate Faculty/Staff Education Benefit

IRC Section 117(d) (Qualified Tuition Reduction Programs). Tuition benefits provided to employees, their spouses and dependents for undergraduate courses may be excluded from taxable income. There is no dollar limit on the amount that may be excluded. However, Section 117(d) only applies to undergraduate courses.

Graduate Faculty/Staff Education Benefit

IRC Section 127 (Educational Assistance Programs). The Campbell University Education Benefit Program qualifies as an Educational Assistance Program. Section 127 applies to employees only. The maximum amount that may be excluded from taxes, for the employees only, under Section 127 in any year is \$5,250. The Section 127 exclusion applies generally to graduate-level tuition benefits except for classes involving sports, games, or hobbies which are neither job-related nor required for a degree. Graduate education benefits received by the employee's spouse or dependent(s) are 100% taxable to the employee. Graduate level education benefits received directly by the employees are taxable to the employee for any amount received over \$5,250 annually (unless the student is "engaged in teaching or research activities" for the University). *If you feel that you may qualify for this exemption, please contact Human Resources.*

Under I.R.C. § 127(a), graduate level tuition waivers provided by an educational institution to its employees are excludable in an amount of up to \$5,250 per calendar year if the tuition waivers are provided as part of an educational assistance program described in I.R.C. § 127(b). Any tuition waiver or reduction provided in excess of this amount is a taxable fringe benefit for income tax purposes, unless the education is necessary for the employee to maintain or acquire skills necessary for their current employment or the education meets an express requirement by their employer, law or regulations, status or rate of compensation and thus would qualify as a deductible business expense under I.R.C. § 162 had the employee paid the tuition himself. The fringe benefit rules do not apply to tuition benefits provided to a spouse or child of an employee. *If you feel that you may qualify for this exemption, please contact Human Resources.*

The University complies with federal and state tax regulations governing any applicable taxability, tax reporting and/or withholding of taxes on the University's educational assistance programs. **The value of any taxable tuition benefits will be added to the employee's taxable income and be subject to all employment tax withholdings during the semester the benefit is credited.**

Please refer to IRS Publication 970 or consult with your tax advisor for additional details.

REIMBURSEMENT

The employee shall reimburse the last 12 months of benefits received by the employee, his/her spouse, or dependent if the employee voluntarily separates employment within one year of receipt of the last benefit. This provision applies to all degrees started under the Faculty/Staff Education Benefit after January 1, 2020.

Employee's initials: _____