

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
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*Supervisor Signature	Date	Printed Supervisor Name
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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
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Department Chairman/Administrator please route to the Graduate School

MCW Graduate School Verification	Date	Printed MCW Graduate School Verifier Name
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