Tuition Reimbursement Voucher

THIS FORM MUST ACCOMPANY EACH REQUEST FOR TUITION REIMBURSEMENT

Employee Information
Employee Name (Last, First, Middle)_______________________________________________________
Employee ID Number____________ OR last 4 digits Employee Social Security Number_______________

Semester: □ Summer  □ Fall 1  □ Fall 2  □ Spring 1  □ Spring 2
Program: □ Associate □ Undergraduate □ Doctoral

Amount Requested for Reimbursement (not to Exceed $1,000 in any Academic Year/Summer-Spring) $_________________

Note: In order to qualify for tuition reimbursement, the classes offered must be given at a nationally accredited college or
university and you must successfully complete the course with a grade of C or above. The maximum reimbursement of
associate, undergraduate or doctoral program is $1,000 per fiscal or above. You are only eligible for reimbursement of a course
if the course and/or degree is not currently offered by Webster University either at a campus in your area or online. To obtain
reimbursement, forward this completed form with a copy of proof of tuition payment and grade report for approvals and
review as detailed below. Reimbursement will be made through payroll. Please note that reimbursement for doctoral courses
may be subject to income tax withholding.

Review and Sign
I have read and understand the provision of the Tuition Reimbursement Policy detailed above and on the Webster University
Human Resource Department web-site and certify that I am eligible for the applied benefit. I hereby make the following
assertions:
• For employee tuition reimbursement, the classes for which I am enrolled are not scheduled during my standard workday
and the course and/or degree is not offered by Webster University either at a campus in my area or online.
• I understand that if the tuition reimbursement amount is considered taxable income to me under the IRS code, the
associated tax withholdings will reduce my take-home pay (REFER TO TAX INFORMATION ON PAGE 2).
• I have attached a valid copy of proof of my tuition payment to a nationally accredited college and my grade report for the
classes taken.
• I certify that the information on this application is complete and accurate.

Employee Signature _________________________________________Date_______________________
Supervisor Signature ________________________________________Date________________________
AVP for Extended Campuses Signature__________________________Date________________________

Taxable/Nontaxable Determination (Accounting):

Accounting Signature _______________________________________ Date _______________________

Payroll Office Processing:

Payroll Signature ___________________________________________ Date _______________________

Rev. 2/16, Updated 5/18
Taxability of Tuition Remission/Reimbursement Benefits

In general, IRS regulations consider anything of value provided to an employee by an employer to be a form of compensation. All compensation must be reported as taxable wages and is subject to income tax withholding, unless specifically excluded by the Internal Revenue Code. Below are some general guidelines to determine taxability, HOWEVER PLEASE CONSULT THE IRS OR A TAX ADVISOR IF YOU NEED MORE DETAILED INFORMATION FOR YOUR SITUATION.

If the Webster University employee is the student:

- **Undergraduate** – Tuition is a tax-free fringe benefit.
- **Doctoral** – The first $5,250 of course tuition provided in the calendar year is a tax-free fringe benefit. Any tuition benefit that exceeds $5,250 is a taxable benefit. (Note: Courses involving sports, games or hobbies do not qualify. Tuition reduction to these courses is a taxable fringe benefit.)