# APPLICATION

## FACULTY, STAFF AND THEIR SPOUSES TUITION PROGRAM

| **Student's** Last Name | First | M.I | **Student's** NMUIN | |
|---|---|---|---|---|
| **Employee's** Name | | **Employee's** NMUIN | **Employee's** Department | |
| Address | Home Phone | Office Phone | Semester | Undergrad _____<br>Graduate _____ |

Please check the appropriate employee group and spouse line if applicable

_____ AAUP
_____ AAUP (Contingent)*
_____ NMUFA
_____ Adjunct
_____ AFSCME
_____ AP – UAW
_____ CT – UAW
_____ Management
_____ Retiree
_____Spouse

*Contingent Faculty must provide proof of marriage via marriage license.

**THIS SECTION MUST BE COMPLETELY FILLED OUT. ANY ADDITIONS OR CHANGES WILL REQUIRE ANOTHER FORM TO BE COMPLETED AND APPROVED. I have enrolled in the following courses:**

| Course Title | Course ID | M | T | W | T | F | S | Time | Credits |
|---|---|---|---|---|---|---|---|---|---|
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| | | | | | | | | **TOTAL CREDITS** | |

**ATTENTION FACULTY AND STAFF PLEASE SELECT ONE OF THE FOLLOWING:**

☐ I have a notebook computer issued to me for work purposes. Serial Number _____
Do not assess the standard TLC fee.

☐ I am a part-time student and have obtained a University-issued notebook computer from Micro Repair/Asset Management for the courses listed above. I understand I am responsible for the Notebook Computer (TLC) fee.

I understand and agree that the University will not be responsible for credit hours taken in excess of those provided for in the appropriate Master Labor Agreement or University Personnel Policy.

Physical Education and/or Recreational courses may not be repeated.

This benefit does not include individual charges such as University Fee, Student Discretionary Activity Fee, Student Athletic Fee, TLC/iBook fee, bowling, skiing, laboratory fees and books and supplies.

NMU will abide by state and federal laws regarding the taxability of benefits. Tuition benefits are considered taxable under certain conditions. Graduate level tuition benefits are always considered taxable for spouses and dependents. Graduate level tuition benefits for an employee in excess of $5,250 in a calendar year are taxable. Undergraduate level tuition benefits are taxable for dependents ages 24 and above. Undergraduate level tuition benefits become taxable for the calendar year in which the dependent turns age 24. Additional Social Security and Medicare taxes will be deducted from your paycheck based on the value of the taxable benefit. If the taxable benefit is more than $500, the deductions will be spread out over several paychecks to minimize the impact on your net pay. Winter semester deductions will start in January, Summer semester deductions will start in June, and Fall semester deductions will start in September. Tuition benefits are also considered taxable for federal and state income tax purposes; however, payroll does not withhold additional amounts for federal or state income taxes. You may want to consider making a change to your federal or state W-4 to ensure you have sufficient withholding to cover any additional income tax liability.

_____ _____ _____ _____
Faculty, Staff or Spouse Signature Date Supervisor or Department Head Date

**All time away from work will be made up within the same bi-weekly pay period. Indicate day and time of makeup below:**

_____

_____

I verify that the employee or spouse is eligible for _____ credit hours _____ _____
Human Resources Department Date

Human Resources Department (Rev. 11/12)