

# TUITION ASSISTANCE APPLICATION—ROTC/HEBREW UNION EMPLOYEE

Return via email to [uschr@usc.edu](mailto:uschr@usc.edu)

**Year:**  **Semester:**  Fall  Spring  Summer

\_\_\_\_\_  
**Employee name** **Campus phone** **Email**

\_\_\_\_\_  
**Job title** **School/department**

See TUITION ASSISTANCE FOR EMPLOYEES webpage at <https://employees.usc.edu/tuition-assistance-employees/>

NOTICE: Tuition assistance over \$5250 per calendar year is taxable income to the employee for all non-job-related graduate courses. If you are enrolled in a graduate course, complete the GRADUATE COURSEWORK CERTIFICATION.

## Degree program

\_\_\_\_\_  
**Course number** **Course title**  G  UG **Units**

\_\_\_\_\_  
**Course number** **Course title**  G  UG **Units**

## School/department approval

\_\_\_\_\_  
**Hebrew Union authorized signer name (print)** **Phone**

\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**PPD authorized signer name (print)** **Phone**

\_\_\_\_\_  
**Signature** **Date**

I am responsible for immediate payment to the university of any prorated amount of tuition assistance if a post-registration audit reveals that tuition assistance was applied to any ineligible tuition or fees. Immediate payment is also required if a post-registration audit reveals that my employment status changed during the semester(s) in which tuition assistance was used (the first and last day of classes in any semester/session is defined by the university's academic calendar at <http://www.usc.edu/academics/calendar/>). I am responsible for securing my manager's approval if any course for which I am registered meets during my scheduled workday.

I certify the above information is true and correct. I accept the terms and conditions of my use of the benefit. I understand that misuse or misrepresentation may result in denial of tuition assistance.

\_\_\_\_\_  
**Employee signature** **Date**

## FOR OFFICE USE ONLY

\_\_\_\_\_  
**Benefits Administration signature** **Date**