

**TUITION ASSISTANCE APPLICATION—FACULTY**Must complete one form per semester/session. Return via email to [uschr@usc.edu](mailto:uschr@usc.edu)Year:  Semester:  Fall  Spring  Summer

Faculty name

10-digit USC ID

7-digit employee ID

Faculty title  Tenured  Tenure track  Non-tenure track

School/department

Campus phone

Email

See TUITION ASSISTANCE FOR EMPLOYEES webpage at <https://employees.usc.edu/tuition-assistance-employees/> Credit  Audit  Degree candidate  Non-degree candidate

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.

**Course information**

School/department

Units

I have read the TUITION ASSISTANCE FOR EMPLOYEES webpage and the Tuition Assistance Benefit program document on that webpage. I am eligible for one credit course or one audit course per semester/summer session and may take 6 undergraduate or 4 graduate/professional units per session.

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, or the maximum allowed units of tuition assistance was exceeded. 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 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.

Faculty members may not be candidates for degrees in the same school in which they have an appointment. Assistant professors on the tenure track may not simultaneously be candidates for degrees anywhere at the university. Individual exceptions may be may be approved only by the Provost or a special committee appointed by the President.

Employee signature

Date

**Request for exception from degree candidate prohibition** (*Faculty Handbook, section 3-J*)Choose one reason for request:  Assistant professor rank, tenure track  Degree candidate, same department

Describe degree objective: \_\_\_\_\_

I have attached a memo to this form in support of this request and explaining the reasons for finding (a) no conflict of interest for the faculty member pursuing a degree in the same department or program in which they have an appointment or (b) no impact on the work necessary to meet tenure expectations for the tenure track faculty member pursuing a degree anywhere.

Dean's signature

Date

The above-named faculty member is approved as a degree candidate.

Vice Provost for Academic and Faculty Affairs—signature

Date

Once the Vice Provost approves the exception, submit this form to [uschr@usc.edu](mailto:uschr@usc.edu), unless your school directs otherwise.**FOR OFFICE USE ONLY** Eligibility checked  TAB input  Tax form forwarded (date: \_\_\_\_\_)

Benefits Administration signature

Date