Tuition Remission Form for Postdoctoral Scholars

PART 1

Name: _____________________________

Job Title: ___________________________

USC ID Number: ______________________

Department: _________________________

School: ______________________________

email address: _________________________

Name of Faculty Mentor/PI: _____________________________

Course Name ____________________________ Section (5-digit number) ____________________________ Units ____________________________

D-CLEARANCE for a course can be obtained by contacting the department. http://classes.usc.edu/

Please provide a brief statement on how this course is training-related.

Postdoctoral Scholar Signature ____________________________ Date ____________________________

I certify that this course will positively assist with the training and placement of the above named postdoctoral scholar.

Faculty Mentor/PI Signature ____________________________ Date ____________________________

Please submit this form via email to postdocs@usc.edu | For more info on the program, please visit https://uscpostdochub.usc.edu/page-one/
PART 2 to be filled out and submitted by Postdoctoral Scholar-Research Associates and Postdoctoral Scholar-Teaching Fellows only.

Postdoctoral Scholar Coursework Certification

Tuition remission benefits in excess of $5,250 (per calendar year) for graduate courses taken by an employee are considered taxable and are reported as income for the employee unless the graduate courses are job-related. To qualify as job-related, a course must maintain or improve skills required for the job, or be required by the employer or by law as a condition of continuing employment in the employee's current job. Both the employee and his or her supervisor must certify the course as job-related.

Employee Name: ____________________________________________

Job Title: ____________________________________________________

USC ID Number: _____________________________________________

Department: _________________________________________________

IS THE COURSEWORK JOB-RELATED?

If YES, please provide the job-related course information (course name, course number, units) below. The form will be returned if not completed.

________________________________________________________________________

Name of PI | Signature | Title of Professor | Date
________________________________________________________________________

Postdoctoral Scholar Signature | Date

If NO, I understand that tuition remission benefits for graduate courses in excess of $5,250 (per calendar year) are taxable and will be reported as income for me.

________________________________________________________________________

Postdoctoral Scholar Signature | Date

Please submit this form to University Payroll Services

UPC: UGB 212 | MC 8016
HSC: PMB A-300 | MC 9050