

McNeese State University
TUITION EXEMPTION APPLICATION
Graduate Assistants

SEMESTER & YEAR: _____ **BANNER ID / SS#:** _____

NAME: _____

DEPARTMENT: _____

HOURS ENROLLED: _____ **PAY PER SEMESTER:** _____ \$

TYPE OF APPOINTMENT: (check one) **TEACHING** **RESEARCH** **ADMINISTRATIVE**

PARTIAL TUITION EXEMPTION FOR GRADUATE ASSISTANTS

Graduate Assistants who are employed through the Office of Student Employment are allowed credit for one-half of the tuition portion of their fees. **IRS Code 117(d) requires that exemptions for graduate students are taxable except to those who are teaching or in research positions. The taxable amount of the exemption will be included on Form W-2.** This exemption will be granted only upon presentation of a properly completed Graduate Assistant Fee Exemption Application AT THE TIME OF REGISTRATION. All approvals (signatures) must be obtained before the exemption will be allowed.

In addition, all Graduate Assistant fee exemptions must be claimed BY THE OFFICIAL CENSUS DATE (14TH CLASS DAY) OF EACH SEMESTER. Graduate Assistants who resign assistantships during the semester or are terminated after the end of late registration do not reimburse the institution for the pro-rated share of their exempted tuition; however, they are ineligible for future employment as graduate assistants unless approved by the Graduate School dean. Assistantships may be revoked at any time duties are not fulfilled satisfactorily.

I verify that this application is just and true in all respects. I have read the "Graduate Assistantships" policy written above and certify that I am eligible to claim this exemption for the semester listed above.

Signature of Graduate Assistant **Date**

I certify that I have examined this fee exemption application and that the applicant meets all qualifications according to the "Graduate Assistantships" policy.

Signature Applicant's Department Head **Date**

Signature of Applicant's Dean/Director/Administrator **Date**