

Simmons University Tuition Eligibility Form

Please note this is an eligibility form, Not a Registration form. If you are a returning degree-seeking student, please use AARC to register for courses. If you are a new degree-seeking student or a non-degree student you must register through your respective admissions office or the Registrar' Office.

Academic Year _____ **(Choose one)** Graduate Undergraduate
Semester (Choose one) Fall Spring Summer I Summer II

Are you accepted into a degree-seeking program? _____ **What program?** _____
Are you taking this class as a non-degree student? _____ **Have you taken a non-degree class before?** _____

Course Number(s) and Name(s) Section Number Credits Day(s) Time Please note: excludes online programs in partnership with 2U enabled courses.

Student First and Last Name _____ **Former Name, if any** _____

Student Address, including Street, City, State and Zip _____

Simmons ID Number _____

Student Date of Birth _____

Student Information (Choose one) Employee Spouse Domestic Partner Child

Employee Information (if different than student)

Name of Employee _____

Department Supervisor/Manager _____

Student Signature _____

Supervisor/Manager Signature _____

Human Resources Signature _____

After all signatures are complete, return the entire form to Human Resources. Reminder. ALL STUDENTS MUST ADHERE TO THE RULES OF THE UNIVERSITY REGARDING ADD/DROP AND FINAL REGISTRATION DATES.

Please note that graduate students are responsible for paying the tax on the value of the graduate courses. The value is added to their W2, or the employee's W2 if the course pertains to a dependent. Taxes will be withheld through periodic payroll deductions. Simmons employees taking graduate courses must complete the Graduate Tax-Exempt Certification form to determine if the course(s) is exempt from tax.

HR Notes: Total eligible credits for tuition remission: _____ **Cost Share:** _____

Return completed forms to hr@simmons.edu or fax to HR at 617-521-3781