

**EMPLOYEE REGISTRATION FORM**

**THIS FORM IS FOR REGISTRATION PURPOSES ONLY. PLEASE SUBMIT TUITION REMISSION FORM TO HR.**

Directions

Complete and submit this form using the delivery method below.

**Email** – Office of Student Records & Registration at [osrrhelp@ccp.edu](mailto:osrrhelp@ccp.edu)

_____		_____	
<b>J#</b>		<b>Preferred Contact Information</b>	
_____		_____	
<b>First Name</b>	<b>Middle Initial</b>	<b>Last Name</b>	

**Course Reference Number(s) (CRNs)**

<b>1.</b>	<b>2.</b>
<b>3.</b>	<b>4.</b>

I acknowledge that I have met all course prerequisites as outlined at <https://www.ccp.edu/collegcatalog/course-offerings> and understand that a college transcript may be required to permit registration.

_____	_____
<b>Signature</b>	<b>Date</b>

<b>Administrative Use Only</b>	
<b>Processed by</b>	<b>Date</b>

## TUITION REMISSION APPLICATION

**INSTRUCTIONS:** College employees seeking tuition remission for themselves or an eligible spouse or child(ren) must complete this application and secure the approval of the appropriate Administrators PRIOR to registration. **The completed signed form should then be sent to Human Resources.**

Name (Print) \_\_\_\_\_ J Number (Required) \_\_\_\_\_  
 Department: \_\_\_\_\_ Phone Ext. (Required) \_\_\_\_\_

Employee Classification (Check One)	Self	Spouse/Domestic Partner			Child	
		Spouse	Domestic Partner	Non-Dependent Domestic Partner	Dependent Child	Non-Dependent Child
Full-Time Administrative Staff						
Full-Time Faculty						
Full-Time Confidential Staff						
Full-Time Classified Staff						
Permanent Part-Time (1 course per semester)		N/A	N/A	N/A	N/A	N/A
Classified/Confidential Staff		N/A	N/A	N/A	N/A	N/A
Permanent Part-Time (2 courses per semester)		N/A	N/A	N/A	N/A	N/A
Classified/Confidential (2 yrs & 20 hrs/wk)		N/A	N/A	N/A	N/A	N/A
Adjunct Faculty (1 course per semester)		N/A	N/A	N/A	N/A	N/A
Adjunct Faculty* (2 courses per semester - Must be in pools VII or above)						
Visiting Lecturer (2 courses per semester)						
College Retiree						

\* Adjunct Faculty members must be in Pool VII or above.

### Student Information

Name of Student: \_\_\_\_\_ J Number: \_\_\_\_\_

Relation to Employee: \_\_\_\_\_

What term/semester will the student be taking classes? ***A different form is needed for each term/semester.***

Spring	20____
Early Summer	20____
Late Summer	20____
Fall	20____
Winter	20____

Course	Credits*	Days and Times Class Meets
#1		
#2		
#3		
#4		

**Tuition Remission does not include the cost of books**  
**Tuition Remission for Non-Dependent Children & Non-Dependent Domestic partners is taxable**  
**Employees may not take classes during scheduled work hours without their supervisor's written permission.**

**\*Tuition Remission is for ACADEMIC COURSES only. Remission will not be processed if courses are not listed**

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Approved (Immediate Supervisor) Date

\_\_\_\_\_  
Approved (Division Dean or Senior Administrator) Date

\_\_\_\_\_  
Human Resources Date

According to Internal Revenue Service regulations, an employee/retiree who receives tuition remission benefits for a non-dependent child or domestic partner is receiving taxable benefits which must be reported to the IRS. The IRS considers the following children/domestic partners as dependents, and therefore exempt from the taxation of tuition remission benefits:

- a) A dependent child under the age of 19 who is registered as a part-time or full-time student.**
- b) A dependent child between the ages of 19-23 who is registered as a full-time student. Dependent status is determined by age at the end of the calendar year.**
- c) A domestic partner who qualifies as a dependent because the employee provides over one-half of support for the domestic partner during the calendar year.**
- d) A child of any age who is claimed as a dependent due to a permanent and total disability.**

If you have any questions regarding whether a child or domestic partner falls within the IRS definition of a dependent, please consult with your personal tax advisor. By signing this form, you verify that the above-referenced child/domestic partner dependent status was answered truthfully based upon the IRS regulations referenced above. I acknowledge that if the above-referenced child/domestic partner is not a dependent, the tuition remission benefits that I receive are taxable income. I further acknowledge that if the student is enrolled (a) at the 20% point of the term for-credit courses, or (b) on the first day of classes for non-credit offerings, all course tuition and fees will be taxable.

**I understand that I have an obligation to inform Community College of Philadelphia of any changes represented on this verification within the tax year of which this form is submitted.**

\_\_\_\_\_  
**Signature of Employee**

Updated 2/23

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