



TAP - Graduate Student Tax Waiver Application

This form is to be completed by Tuition Assistance Program (TAP) graduate students applying for a tuition benefits tax waiver for amounts in excess of the annual IRS tax-free educational benefit of \$5,250. Complete this application with required approval signatures then submit to the TAP Coordinator at your Home Institution along with your TAP application by the TAP application deadline each semester.

Additional information is available on the USG website at <https://benefits.usg.edu/work-life/tuition-assistance-program>.

TAP GRADUATE STUDENT INFORMATION			
Last Name:	First:	Middle:	Employee ID#
Phone Number:	Work Email Address:	Job Title:	
Calendar Year:	Academic Term:	SPRING	SUMMER/MAYMESTER
FALL			
Brief Description of Primary Job Duties:			
In the section below, please list each graduate level course separately, provide a brief description on how the course work will help support your current primary job duties, then answer the set of questions for each course. Attach a copy of each course description.			
GRADUATE COURSE(S)			
Course #1	Brief Description		
I request that the graduate level course above be excluded from my gross income based on each of my answers below:			
1. This course helps improve my ability to perform my current job duties.			
2. This course is required by my employer for my current position.			
3. I am taking this course solely to qualify for a promotion or salary increase.			
4. I am taking this course to qualify for a new trade, business, to transfer to a new role, or as a hobby.			
Course #2	Brief Description		
I request that the graduate level course above be excluded from my gross income based on each of my answers below:			
1. This course helps improve my ability to perform my current job duties.			
2. This course is required by my employer for my current position.			
3. I am taking this course solely to qualify for a promotion or salary increase.			
4. I am taking this course to qualify for a new trade, business, to transfer to a new role, or as a hobby.			
Course #3	Brief Description		
I request that the graduate level course above be excluded from my gross income based on each of my answers below:			
1. This course helps improve my ability to perform my current job duties.			
2. This course is required by my employer for my current position.			
3. I am taking this course solely to qualify for a promotion or salary increase.			
4. I am taking this course to qualify for a new trade, business, to transfer to a new role, or as a hobby.			

TAP - Graduate Student Tax Waiver Application (cont'd)

Course #4	Brief Description		
I request that the graduate level course above be excluded from my gross income based on each of my answers below:			
1. This course helps improve my ability to perform my current job duties.			
2. This course is required by my employer for my current position.			
3. I am taking this course solely to qualify for a promotion or salary increase.			
4. I am taking this course to qualify for a new trade, business, to transfer to a new role, or as a hobby.			
EMPLOYEE SIGNATURE			
Employee Signature:			Date:
TO BE COMPLETED BY SUPERVISOR			
I certify that I have reviewed the employee's responses above and the employee answered "Yes" in response to question 1 and "no" in response to questions 2, 3, and 4. I have no reason to believe that these answers from the employee are inaccurate. (Please check which courses listed above you're approving to be waived from taxability.)			
Course #1	Course #2	Course #3	Course #4
Immediate Supervisor Name (Print):	Supervisor Signature:		Date:
TO BE COMPLETED BY TAP COORDINATOR			
TAP Coordinator Name (Print):	TAP Coordinator Signature:		Date:

Return this completed form with course descriptions attached to TAP Coordinator of Home Institution.