

ROCHESTER INSTITUTE OF TECHNOLOGY

Job-Related Verification Form

See reverse side of form for instructions.

Please complete and submit one form for each course **no later than the Drop/Add date for the quarter.**

Employee Name: _____

Employee #: _____

RIT College/Division: _____

RIT Phone #: _____

Position Title: _____

Supervisor: _____

Course Name/College: _____

Course Number: _____

Is this a PhD Course?

No Yes

If yes, are you matriculated? Yes (50% waiver if form approved) No (no waiver)

Academic Year: _____

Quarter: Fall Winter Spring Summer

This course is job-related. Describe how this course (not degree) will “**maintain or improve**” your current job skills; use specific comparisons between your job description and the course description. Please note that the job-related determination is based on the course, not the degree program.

The above information accurately reflects the relatedness between my current RIT responsibilities and the course listed.

Employee Signature

Date

Department Head/Supervisor Signature

Date

This course is NOT job-related. Please waive the taxes under RIT’s Educational Assistance Program on the first \$5,250 of taxable tuition waiver for each calendar year.

Employee Signature

Date

Human Resources Department Approval

Human Resources Department Approval

Date

ROCHESTER INSTITUTE OF TECHNOLOGY

Instructions for Job-Related Verification Form

This form should be completed by employees who take a graduate course or who are matriculated in a graduate program and take an undergraduate. Please complete the appropriate section of this form as follows:

- 1) Taxes can be waived if a course is job-related. The IRS defines a job-related course as one that is needed to **maintain or improve** the employee's current job skills. A course is not job-related if it serves to meet the minimum requirements of a job.
- 2) Taxes can be waived on the first \$5,250 each calendar year if a course is not job-related.

You should complete and send form to Human Resources no later than the Drop/Add Date for the quarter.

Return your completed form to the Human Resources Department for final approval. If you have any questions, please send an e-mail to the Benefits Electronic Receptionist at benefits@rit.edu or call the Human Resources Department x5-2424 (voice) or x5-2420 (TTY).

Please complete one form for each course.