

# Request for Tuition Benefits for Graduate Program

## Please submit this form and the supporting documents to the Office of Human Resources for review *prior to the start of the enrollment period*. Tuition Benefits for the enrollment in graduate programs are considered taxable and are subject to payback should voluntary termination occur within one year following the most recent benefit received.

Name Title

Juniata Grad year (if applicable) Email

Department Supervisor

# Program/Course Information:

Juniata’s Master of Accounting Juniata’s Master of Business Administration Juniata’s Master of Organizational Leadership Juniata’s Master of Bioinformatics Juniata’s Master of Data Science Other:

Semester Year Course Day Time Online only

Catalog # Course Title

Credit Hours

Course description:

# Additional Information to Submit:

 Copy of Job Description

 Your personal statement regarding how the class or program relates to and supports your current position or future goals.

 A statement from your supervisor regarding how the class or program relates to and supports your current position or future goals.

 A statement of approval from your area Vice President.

 ­­­­\*\*\*This form must be completed and submitted for each semester of classes. The online [“Juniata College Tuition Benefits Form"](https://services2.juniata.edu/hr/tuition/index.php) should also be submitted each time you plan to enroll in a class.

Page 1 of 2

**I agree that by signing this document, I understand that income tax will be assessed based on the cost of the graduate course(s) in which I enroll, and that this assessment is my personal tax obligation.**

**Additionally, in consideration of Juniata College offering me tuition benefit for courses in a graduate program, I hereby agree that if I voluntarily leave my employment with the College, I will repay to Juniata the entire amount of any course taken in the previous twelve months taken (*starting with courses taken in Fall ’23*), minus the amount of taxes previously. I also agree that the College may deduct the amounts due from me from my pay, and I agree that such withdrawals from my pay will not be in violation of the Pa. Wage Payment and Collection Law.**

##  Employee Signature Date

### Do not write below this line.

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### Accounting Services: Taxable Non-Taxable Human Resources: Payroll:

Revised 03/23