



**Iona College**  
 715 North Avenue, New Rochelle, NY 10801-1890  
 Phone: 914-633-2497

**STUDENT FINANCIAL SERVICES**

**Iona College  
 Graduate Assistant Tuition Remission/Stipend Form**

**Graduate Name:** \_\_\_\_\_  
**I.D. Number:** \_\_\_\_\_  
**Department/School:** \_\_\_\_\_ / \_\_\_\_\_  
**Term:** \_\_\_\_\_  
**Number of TR Credits:** \_\_\_\_\_  
**Amount of Stipend:** \_\_\_\_\_  
**Hire Date:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Department Budget Certification:**

This award falls within Department budget allocation for Graduate Assistants: No \_\_\_\_ Yes \_\_\_\_

**Department Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Signatory Name:** (please print) \_\_\_\_\_

**Student Certification:**

Graduate Assistantships provide tuition scholarships and require an average of 20 hours of work per week. They are available on a competitive basis.

There are two types of Graduate Assistantships:

- Graduate Administrative Assistantship\* – the graduate assistant works in support of the faculty or administrative office to which he or she is assigned. Duties include general administrative and technical support.
- Graduate Research Assistantship – A graduate research assistant works primarily in direct support of the production of scholarly work. Such academically significant research work would include publications, presentations and curriculum development for which the student receives official acknowledgement.

\*Tuition received under a Graduate Administrative Assistantship is taxable (at the rate of ordinary income) above the value of tuition in excess of \$5,250 per calendar year. Per IRS Publication 970 and IRS Publication 15b, a tuition reduction received for graduate education is qualified, and therefore tax free, if both of the following requirements are met: it is provided by an eligible educational institution **and the graduate student performs teaching or research activities for the educational institution.**

I certify that this form is accurately completed and that, should the IRS determine that I have not met the necessary criteria for exemption from taxes for graduate tuition remission in excess of \$5,250 **annually**, I am responsible for any assessed taxes and penalties.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Submit this form, along with an updated Job Description to the Budget Director, located in the Finance Office located in McSpedon Hall, 2nd Floor.*

**Administrative Approvals:**

Budget Director: \_\_\_\_\_ Date: \_\_\_\_\_

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

Student Financial Services: \_\_\_\_\_ Date: \_\_\_\_\_

**Your graduate courses will be taxed without this completed form on file.**

## **Questions and Answers:**

**Q:** How do I know if the course or program I am taking is job related?

**A:** The four questions (see IRS Tax Regulations) above should help you determine if a course meets the IRS definition of "job-related".

**Q:** If I am taking graduate courses to improve my chances for a pay raise or promotion, does that mean I cannot claim they are job related?

**A:** Not automatically. The IRS has held that courses that improve or refresh skills used by an individual in a current job are not necessarily disqualified simply because they increase the chances for a salary increase or promotion. This is an issue where you should seek your tax accountant or tax attorney's advice.

**Q:** Do I need to complete form #802 if I am enrolled in an undergraduate degree program and am taking a graduate course as part of the program?

**A:** No. If you are enrolled in an undergraduate degree program, all courses are non-taxable.

**Q:** Do I need to complete form #802 for graduate courses being taken by my spouse?

**A:** No. This form is to be used by employees only.

**Q:** Does this form apply to courses taken at other Colleges?

**A:** No. It doesn't apply to any graduate courses taken at other colleges.