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.