

DAEMEN COLLEGE
Employee Job-Related Verification Form
Graduate Programs

This form should be completed by employees who take a graduate course or who are matriculated in a graduate program and take an undergraduate course as a requirement of the graduate program. 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 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.

Return your completed form to the Office of Employee Engagement for final approval. If you have any questions, contact the Office of Employee Engagement at extension 8325, or hr@daemen.edu.

Please complete one form for each course. Please Print or Type.

Employee Name: _____

Position Title: _____ **Supervisor:** _____

Department: _____ **Extension:** _____

Academic Year: _____ **Semester** **Fall** **Spring** **Summer**

Course Name: _____ **Course Number:** _____

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 position responsibilities and the course listed.

Employee Signature

Date

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- This course is job-related** and charges for tuition will be waived under the Qualified Educational Assistance Program.
 - This course is NOT job-related.** Taxes waived under Daemen's Educational Assistance Program on the first \$5,250 of taxable tuition for each calendar year. Tax deferred tuition balance remaining \$_____

Office of Employee Engagement Approval _____

Date _____