

**DAEMEN COLLEGE**  
**Employee Job-Related Verification Form**  
**Graduate Programs**

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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](mailto: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 \_\_\_\_\_