

**WAIVER OF TUITION  
MCAD MFA GRADUATE SCHOOL CLASSES**

This application is to be used by MCAD employees in requesting a tuition waiver for themselves to attend the Minneapolis College of Art and Design Graduate School Program. Mentorship credits are not covered. This form needs to be completed before registration is finalized **each semester**.

**NOTE:** Employees are limited to one class each semester. To take graduate classes, employees must be accepted into the MFA Program. It is expected that employees will not enroll in classes that conflict with their scheduled working hours.

Employee's Name: _____	Date of Hire: _____
Department Name: _____	
Check One: <input type="checkbox"/> Full-Time Employee <input type="checkbox"/> Part-Time Employee	

Check One/Fill in Year:		
<input type="checkbox"/> Fall Semester – 20_____	<input type="checkbox"/> Spring Semester – 20_____	<input type="checkbox"/> Summer Session – 20_____

<b>I understand that:</b>	
an administrative fee of 7.65% of the value of the tuition will be deducted from my paycheck; the value of the tuition will be included on my IRS Form W-2 as gross, taxable income; if I am a participant in MCAD'S Defined Contribution Retirement Plan, employer and employee contributions will also be made on this amount of income; my portion of the FICA taxes will also be deducted from my paycheck.	
<b>Note:</b> Because of the additional taxable income, you may want to change your IRS Form W-4 to request additional withholding of taxes. (You may want to consult your tax advisor on this matter.)	
_____ Employee's Signature	_____ Date

<b>Approval Signatures:</b>	
_____ Supervisor's Signature	_____ Date
_____ VP of Human Resources Signature	_____ Date

**\*Note:** Enrollment will be allowed only if the selected class is not fully enrolled.  
The employee must pay the required registration fee of \$35 and any additional fees.

**Office Use Only:**

Original to: Tuition Waiver File  
Copy to: Payroll/Business Office      Records Office  
Employee' File      Financial Aid Office  
Employee

<b><u>Payroll Office Use Only:</u></b>	<b>Payroll Check Date(s)</b>
<b>Tuition Value:</b> \$ _____	<b>Copy to: Human Resources Employee-copy in check</b>
<b>Administrative Fee:</b> \$ _____ (7.65% of the value of the tuition)	
<b>Pension Contribution:</b> \$ _____ (3.5%, if participant)	
<b>FICA Taxes:</b> \$ _____ (7.65% of the value of the tuition)	
<b>TOTAL:</b> \$ _____ (Amount to be deducted from check)	

A copy will be sent out from the Payroll Office indicating the exact amount of the administrative fee that will be charged to the employee's paycheck. It will also indicate the amount of social security taxes that will be deducted from the employee's paycheck.