Benefit Services
New Mexico State University
MSC 3HRS, Box 30001
Las Cruces, NM 88003-8001
Phone: (575) 646-8000
Fax: (575) 646-2806
benefits@nmsu.edu

Tuition Remission Benefit Authorization Form
Spring 2026—NMSU Global Students Only
Employee/Spouse/Domestic Partner

Routing:
Submit your completed form online at help.nmsu.edu.

Tuition waivers for staff and/or spouse/domestic partner should be submitted via my.nmsu.edu. This form should be used only when the electronic submission process is not practicable and for students enrolled in NMSU Global Campus courses. This form is only valid for the semester listed above. Deadline for submission: April 1, 2026. Exceptions to the deadline are not accepted.

1. Employee Information Regular & Term Employees .5 FTE or greater; Graduate Students, temporary or occasional employees are not eligible.		
Name (Last, First, Middle Initial)	Aggie ID	E-Mail

2. Spouse/Domestic Partner Information – required if spouse/domestic partner is using the benefit.		
Name (Last, First, Middle Initial)	Aggie ID	Spouse/Domestic Partner an NMSU Employee? ☐ Yes ☐ No

Person Using Benefit:
☐ Employee ☐ Spouse* ☐ Domestic Partner*
*Acceptable dependent eligibility documentation must be on file with NMSU Benefits office

Form Type: ☐ New Request ☐ Schedule Change

Course Information

Course Designator	Course Number	Credit Hours	Class Meeting Days	Class Meeting Time	Course Title
			☐M ☐T ☐W ☐TH ☐F ☐SA ☐SU		
			☐M ☐T ☐W ☐TH ☐F ☐SA ☐SU		
			☐M ☐T ☐W ☐TH ☐F ☐SA ☐SU		

Benefit Taxability

Under the provisions of IRS Code Section 127, the value of employee fee waivers may be considered taxable income.

1. Has the individual using the benefit completed a bachelor's degree?
☐ Yes (answer applicable Question 2 below) ☐ No

Employee:	**Spouse/Domestic Partner:**
2. Is this class part of a degree program? ☐ Yes (Do not answer question 3) ☐ No – please continue to # 3 **3.** Is this class related to a hobby, game or sport? ☐ Yes ☐ No	**2.** Could this class be part of a graduate degree program? ☐ Yes ☐ No

I certify the above information is correct. I also understand I am responsible for the following:

- Any taxes determined owed for classes as determined by IRS rules. See https://benefits.nmsu.edu/hr-benefits/other1/tuition-tax.html for more information.
- Payment for all remaining balances after the benefit has been credited to my or my dependents' student account.
- Supplying true and accurate information requested by Benefit Services to determine my or my dependents' eligibility for benefits.

Employee Signature	**Date**	**Department Head/Manager Signature**	**Date**
		Department signature is not needed if spouse/domestic partner is using the benefit	

Benefit Services	**Date**	**Accounts Receivable**	**Date**

For Office Use Only:

NMSU Global student? ☐ **Yes** ☐ **No**	
Benefit Eligible? ☐ **Yes** ☐ **No**	

Tuition Cost Waived:	**$**
For Treasury Services Office use only:	☐ **Course is taxable** ☐ **Course is non-taxable**