



Benefit Services
New Mexico State University
MSC 3HRS, Box 30001
Las Cruces, NM 88003-8001
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Tuition Remission Benefit Authorization Form Spring 2026 —Manual Processing

Employee/Spouse/Domestic Partner

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 at the approval of Benefit Services. 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> SA <input type="checkbox"/> SU	Class Meeting Time	Course Title
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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? <input type="checkbox"/> Yes (answer applicable Question 2 below) <input type="checkbox"/> No	
Employee: 2. Is this class part of a degree program? <input type="checkbox"/> Yes (Do not answer question 3) <input type="checkbox"/> No – please continue to # 3 3. Is this class related to a hobby, game or sport? <input type="checkbox"/> Yes <input type="checkbox"/> No	Spouse/Domestic Partner: 2. Could this class be part of a graduate degree program? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No
For Treasury Services Office use only:
<input type="checkbox"/> Course is taxable <input type="checkbox"/> Course is non-taxable

Benefit Eligible?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Tuition Cost Waived
\$ _____