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

Tuition Remission Benefit Authorization Form
Spring 2026--NMSU Retirees

Eligible NMSU retirees will be eligible for this benefit. Only tuition and required fees included in the tuition rate will be covered by this benefit. Retirees are responsible for payment of any general or additional fees incurred as part of registration in the class(es). Please see ARP 8.12 and 8.61. **A new form must be completed for all changes in class schedule(s). This form is only valid for the semester listed above. Deadline for submission: April 1, 2026. Exceptions to the deadline are not accepted.**

1. Retiree Information (please print)

Name (Last, First, Middle Initial)	Date of Retirement (mm/dd/yy)	Aggie ID
Mailing Address	City, State, Zip	Daytime Phone # (xxx-xxx-xxxx)

2. Spouse/Domestic Partner Information – required only if the spouse/domestic partner is using the benefit

Name (Last, First, Middle Initial)	Aggie ID	Is your Spouse/Domestic Partner an NMSU Employee? ☐ Yes ☐ No

Person Using Benefit:
☐ Retiree   ☐ Spouse*   ☐ Domestic Partner*
   *Acceptable dependent eligibility documentation must be on file with NMSU Benefits office
   * * Note: if the spouse or domestic partner of the retiree is using the benefit, the retiree cannot use the benefit for that session.

Form Type: ☐ New Request ☐ Schedule Change

Course Information (must reflect all classes enrolled in for the session listed above)

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

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

2. Retiree: If this class is not part of a degree program, is it related to a hobby, game or sport? ☐ Yes ☐ No	2. Spouse/Domestic Partner: If you have completed a bachelor's degree, 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/other/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
		*Signature required if Retiree is currently employed with NMSU	

Benefit Services	Date	Accounts Receivable	Date

For Office Use Only:

For Treasury Services Office use only: ☐ Course is taxable ☐ Course is non-taxable	Benefit Eligible? ☐ Yes ☐ No	Tuition Cost Waived $

ARP 8.61   *Rev 01/06/2026*