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

Tuition Remission Benefit Authorization Form
Spring 2027--NMSU Retirees

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

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/yyyy)	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. **If the spouse or domestic partner of the retiree is using the benefit, the retiree cannot use the benefit for that semester.**

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
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			☐ ☐ ☐ ☐ ☐ ☐ ☐		
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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? ☐ Yes (answer applicable Question 2 below) ☐ No

2. Retiree:	**2. Spouse/Domestic Partner:**
If this class is not part of a degree program, is it related to a hobby, game or sport? ☐ Yes ☐ No	**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:

Benefit Eligible? ☐ Yes ☐ No

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