Graduate Tuition Remission for UC Employee

Are you interested in graduate school? The tuition remission application process for graduate classes is the same as for undergraduate classes. There is no limit to the number of undergraduate or graduate hours an employee may take! Here’s how you get started:

All information below can be accessed from www.uc.edu/hr/benefits/tuition-remission

First – Check your eligibility UC Human Resources Department determines tuition remission eligibility and processes necessary forms. Learn more at http://bit.ly/2pnqGig.

Next – Pick your program Not sure how to apply to UC, what courses to take, how to register or find an academic advisor? Consult the list of helpful UC departments at http://bit.ly/pOZHNO.

Then – Determine if you need to complete a form Consider how many classes you’ll need to take to know if you have to complete the tuition remission form:

- You do not need to complete an application as tuition remission will automatically apply each term for up to six (6) credit hours for full-time employees and three (3) credit hours per part-time employees.
- Full-time employees may be eligible to take more than six (6) credit hours if approved by department. If requesting more than 6 hours, you are required to submit an Additional Hours Application, TR1 Form, located on the HR Forms Page http://bit.ly/2qph9Wi.
- Applications must be submitted to tuitionremission@uc.edu by June 30 for fall term or December 1 for spring term.

Benefits & Taxes Graduate level tuition remission applies to credit-based courses at UC. Graduate tuition remission for employees is considered taxable income to the UC employee per IRS regulations. Find more information about taxes and taxation and how it affects your paycheck on the Tuition Remission website or the below links.


Additional Information

- Courses must be taken for credit; audited courses are not included other than for AAUP-represented faculty.
- Questions about your bill, courses, grades, or other UC student records? Please contact the UC Onestop Page: http://onestop.uc.edu/.
- Catalyst Tips & Tricks Catalyst is UC’s student information system. You will have a Catalyst account if you are a UC student. Find Catalyst Resource, Tips and Tricks at http://bit.ly/2pycnpy.

Choose Well

Please contact tuitionremission@uc.edu
513-556-6381
uc.edu/hr/benefits