



Gift of Knowledge Intake Form—Purdue University Employees

This form is to be filled out by the employee who is interested in using their Gift of Knowledge (GOK) benefit for themselves or an immediate/extended family member through Purdue University Global.

This form is for all new and returning students using the GOK benefit. Utilizing the GOK benefit is dependent on receipt of all appropriate acknowledgments, verifications, and admission into Purdue University Global.

Employees are to fill out the form in its entirety and submit it to EdBenefits@Support.PurdueGlobal.edu. If information is missing, it may cause a delay in starting the process.

Employee Information

EMPLOYEE NAME: _____ EMPLOYEE ID: _____

LOCATION: _____

DEPARTMENT: _____ POSITION: _____

WORK EMAIL: _____ WORK PHONE: _____

EMPLOYEE MANAGER NAME: _____

EMPLOYEE MANAGER EMAIL: _____

STUDENT STATUS: ☐ NEW STUDENT* ☐ RE-ENTRY STUDENT†

*New student — Has never attended (enrolled/posted attendance) Purdue Global including Concord Law School.

† Re-entry student— Has attended (enrolled/posted attendance) Purdue Global or Kaplan University, including Concord Law School.

EMPLOYEE RELATIONSHIP TO STUDENT:

Select the relationship of the student to the employee. Select only one option.

☐ SELF

☐ IMMEDIATE FAMILY:

☐ Spouse ☐ Child ☐ Stepchild

☐ EXTENDED FAMILY:

☐ Sibling ☐ Step-sibling ☐ Parent ☐ Step-parent

☐ Son-in-law ☐ Daughter-in-law ☐ Grandchild ☐ Step-grandchild

Student Information

Complete the student's information. Employees requesting to use the benefit for themselves, must also complete this section.

STUDENT NAME: _____

CVUE STUDENT NUMBER (FOR RE-ENTRY STUDENTS): _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

Is the student or student's spouse, a U.S. servicemember, reservist, or veteran? ☐ Yes ☐ No ☐ Unsure

Program Information

Students can review Purdue University Global programs and start dates at www.PurdueGlobal.edu.

PROGRAM OF STUDY: _____ DESIRED START DATE: _____

Taxable Remission Information—Purdue University Global/Concord Law School

Under current Federal laws all or some portion of tuition remission benefits may be subject to income or FICA taxes. It is the policy of Purdue University/Purdue University Global to comply with Federal and State laws requiring the reporting of such income and withholding of such taxes. The University's Human Resources Service Center will deduct the required tax withholdings from the employee's regular paycheck during the semester period. An appropriate information return may be issued to an official retiree or to the Qualifying Surviving Spouse/Dependent of a deceased employee.

| Applicant* | Enrollment | Tax Implications |
|--|--|---|
| Regular Employee applying for PG Education Benefit | Undergraduate | Tax Free |
| | Graduate/Professional† | Remission Benefits are taxable per IRS regulations after the first \$5,250‡ |
| Staff Spouse applying for PG Education Benefit Remission or Qualifying Surviving Spouse Remission | Undergraduate | Tax Free |
| | Graduate/Professional | All remission benefits are taxable |
| Dependent Child/Step-Child applying for PG Education Benefit (up to age 24) | Undergraduate | Tax Free |
| | Graduate/Professional | All remission benefits are taxable |
| Non-Dependent Child/Step-Child applying for PG Education Benefit (or over age 24) | Undergraduate, Graduate, or Professional | All remission benefits are taxable |
| Sons/Daughters-in-law, Grandchildren, and Step-Grandchildren applying for PG Education Benefit | Undergraduate, Graduate, or Professional | All remission benefits are taxable |
| Surviving Child, Dependent of Staff/Official Retiree in Year of Death up to Age 24 | Undergraduate | Tax Free |
| Surviving Child, Non-Dependent of Staff/Official Retiree in Year of Death | Undergraduate, Graduate, or Professional | All remission benefits are taxable |

* For purposes above, any reference to Staff shall include an individual whose University status is "official retiree."

† Employees may qualify for the working conditions fringe benefit as outlined in IRC § 132 (applies only when employees receive the education benefit).

‡ Per calendar year.

Note: Prior to completing your enrollment, it is important that you understand how GOK benefits affect your income and your paycheck. Please refer to the Frequently Asked Questions (FAQs) which include detailed examples of the potential financial impact of your GOK benefits once they are received.