

DEPENDENT AND FAMILY TUITION ASSISTANCE
(must be completed each term)

Employee's Name: _____ Social Security No: _____ Hire Date: _____

Family member name: _____ Social Security No: _____ Date of Birth: _____

Relationship: _____

Course Level: Undergraduate Graduate Do you intend to Audit this course: Yes No

Benefit Level:

Level I Benefit: Tuition costs waived for coursework toward an initial Bachelor's degree. Legal spouse, children under age 25 who are claimed as dependents on the employee's Federal Tax forms. These individuals are eligible for coursework toward a Bachelor's degree at no tuition cost.

Level II Benefit: Tuition costs discounted, the employee is taxed on the discount portion. Individuals in Level I who wish to take Graduate level coursework. Children who are no longer claimed as dependent on the employee's Federal Tax forms, or who are over age 25, or who are married (regardless of age), step-children, parents. Domestic Partners, and legally dependent children of domestic partners. These individuals are eligible for coursework toward a Bachelor's degree and Graduate level coursework at the discounted tuition rate. The discounted rate will be added to the employee's wages as a taxable fringe benefit and applicable taxes will be withheld.

I have completed Financial Aid paperwork for undergraduate courses during this school year Yes No

Name of Course	Course No.	Inclusive From	Dates To	Class Hours	Sem. Hrs. Credits	Tuition Cost
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Total _____

I have read and understand the Tuition Assistance Policy and I agree to comply with all conditions. I understand that Level II benefits are taxable fringes to me as an employee.

 Employee Signature _____
 Date

Comments: Approved _____ Taxable Non-taxable Disapproved _____

 Human Resources Signature _____
 Date

Full Tuition Cost: _____ Cost to Family Member: _____

Employee Cost (Taxable amount): _____

Financial Aid

 Registrar Signature _____
 Date

****PLEASE NOTE** ALL COPIES MUST BE RETURNED TO THE HUMAN RESOURCES OFFICE. This form CANNOT be processed UNTIL registration is completed for the current term. University billing may occur during the tuition assistance process. Tuition assistance will not be approved unless there is a current Tuition Assistance Request on file. Questions regarding the Tuition Assistance Policy should be directed to the Human Resource Office.**