



AURORA UNIVERSITY

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

Employee's Name: _____ Employee ID: _____ Hire Date: _____

Family member name: _____ Last 4 digits of SSN: _____ Date of Birth: _____

Relationship: _____ Campus Location: _____

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. Non-dependent children under age 25. Domestic Partners, and children under age 25 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.	Class dates		Sem. Hrs. Hours	Credits	Tuition Cost
		From	To			
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

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

Approved _____ Taxable Non-taxable Disapproved _____
Comments:

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.**