



APPLICATION FOR DEPENDENT TUITION DISCOUNT

Employee Name _____

Dependent Name (includes spouse) _____

Department _____

Relationship _____

Employee's ID **A** _____

Dependent's Student ID **A** _____

Employee's Class A/P Faculty ESP

Dependent's Date of Birth _____

Please Circle

EMPLOYEE to complete the following for dependent taking course(s):

Indicate semester and number of credits dependent intends to enroll in:

Semester: _____

Number of Credits: _____

If applicable (Spouses of eligible employees and unmarried children or stepchildren under the age of twenty-five (25) will be considered eligible regardless of whether they meet the IRS definition of dependency. For all other dependents, the prior year's federal tax declaration form (1040) or a birth certificate will be required as documentation) was dependent declared as such on your previous year's tax form?

Yes No N/A

(If YES, attach copy of top portion of federal form 1040 for prior year showing dependents claimed)

I affirm that the above is true: _____

Date _____

Signature of Employee

HUMAN RESOURCES: Verification of dependency documentation and Employee Class A/P, ESP or Faculty.

Director of HR's signature: _____

Date _____

Director of Human Resources or Designee

Faculty Percentage according to Faculty Contract: _____

- Faculty members with less than three full years of employment: Eligible individuals will pay 50%.
- Faculty members with three or more full years of employment: Eligible individuals will pay 45% in year one (AY 19/20) of the agreement, 40% in year two (AY 20/21), and 35% in subsequent years.

REGISTRAR: Verification of enrollment in courses (list total credits each semester).

Semester: _____

Total Credits: _____

Do the above courses apply for credit towards a baccalaureate degree? Yes No

Registrar or Designee: _____

FINANCIAL AID:

Tuition Cost

Enrollment Fee

Other Adjustments

50% Discount Applied

Approval

*Tuition adjustments to individuals who have already earned a baccalaureate degree may be subject to taxation and may need to be declared as income. Check with your tax consultant.