



LAKE SUPERIOR STATE UNIVERSITY

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 _____

EMPLOYEE to complete the following for dependent taking course(s). Indicate semester and number of credits dependent intends to enroll in. Please complete one form per semester:

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, Employee Class, and Percentage

HR Director or Designee: _____ Date: _____

Faculty or ESP Percentage according to Agreement: _____

- Faculty and ESP members with less than three full years of employment: Eligible individuals will pay 50%.
- ESP members with three or more full years of employment: Eligible individuals will pay 45% in year one of the agreement, 40% in year two, and 35% in subsequent years. Please see Agreement for more detail.
- Faculty members with three or more full years of employment: Eligible individuals will pay 30% in years one and two (2022-2023 and 2023-2024), 25% in years three and four (2024-2025 and 2025-2026), and 20% in year five of the Agreement (2025-2026).

REGISTRAR: Verification of enrollment in courses

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	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.