



APPLICATION FOR TUITION REMISSION

SECTION I – GUIDELINES FOR AWARDS

- Benefit funding is for tuition only (student/employee is responsible for fees, books, housing, etc.).
- The benefit recipient (employee/dependent*/spouse) must complete the need-based financial aid process (FAFSA) before receiving tuition remission, if the following conditions apply:
 - the student is accepted into a degree or certificate, *undergraduate* program of study
 - the student enrolls for at least 6 credits in any given semester
 - the student *does not* have an earned Bachelor's degree
- If required to file, the FAFSA must be submitted by March 1st of the spring semester preceding the corresponding academic year (i.e. March 1, 2016 for 2016-17 academic year).
- The benefit recipient will be responsible for any interest charges that accrue on their account due to late application.
- Employee dependents must meet the IRS definition of a “legal dependent”. Proof of dependency (copy of employee tax return) may be required.
- The value of tuition remission for graduate education is considered taxable income. The taxable income will be included in the employee payroll at the end of the academic term for which tuition remission is awarded and will be subject to federal and state taxes.**
- Refer to ***Personnel Policies, Administrative Procedures, and Regulations Handbook*** for detailed eligibility information (www.viterbo.edu/hr).

***Return this form to the office of Human Resources
Murphy Center – Room 200***

SECTION II -EMPLOYEE INFORMATION

Employee Name: _____ Datatel Id or SSN: _____

I am seeking tuition remission for my dependent or spouse _____ (If “Yes”, skip to SECTION III. If “No”, continue with items in this SECTION – you must also provide your signature in SECTION IV)

Do you currently have an earned Bachelor's Degree? _____ Yes _____ No

Indicate below the term(s) for which tuition remission is requested for ***yourself*** by specifying the total number of credits to be taken in each term:

Fall 20____: # of credits _____ Spring 20____: # of credits _____ Summer 20____: # of credits _____

SECTION III – DEPENDENT/SPOUSE INFORMATION

Dependent/Spouse Name: _____ Datatel Id or SSN: _____

Relationship to Employee: _____ Dependent _____ Spouse

Does this person currently have an earned Bachelor's Degree? _____ Yes _____ No

Indicate below the term(s) for which tuition remission is requested for the dependent/spouse by specifying the total number of credits to be taken in each term:

Fall 20____: # of credits _____ Spring 20____: # of credits _____ (Tuition remission is not available to dependents/
spouse during summer sessions)

SECTION IV – EMPLOYEE SIGNATURE

The information reported on this form is true and complete. I agree to notify the Financial Aid Office of any changes to program, credit load, and/or employment status.

Employee Signature: _____ **Date:** _____

APPLICATION FOR TUITION REMISSION

HUMAN RESOURCE OFFICE USE ONLY

Employee start date: _____ Department: _____

Employee is: _____ Administration _____ Faculty _____ Staff

Employee is _____ Full time _____ Part time

I certify that the following are eligible for tuition remission:

_____ Employee _____ Dependent/Spouse

Benefit Rate:

_____ Full time Rate _____ Part time Rate

Limitations/Restrictions: _____

HR Director Signature: _____ Date: _____

FINANCIAL AID OFFICE USE ONLY

FAFSA Required _____ YES _____ NO (Reason: _____ BA/BS _____ Special _____ < ½ time _____ other: _____)

Fall amount \$ _____ Spring amount \$ _____ Summer amount \$ _____

Processed by: _____ Date: _____

Comments: _____
