

Please refer to the tuition remission policies available under Department of Human Resources in MyUE for detailed information about eligibility for the benefits.

The tax-exempt status of tuition remission benefits is subject to change annually. The manager of accounting and payroll will notify participants each fall and spring regarding any taxes owed on tuition remission benefits. Please contact the manager of accounting and payroll with questions about taxable benefits.

Please return completed application to the Office of Human Resources with the appropriate signatures.

Name of student _____ UE ID # _____

Name of employee _____ UE ID # _____

Employee's department _____ Campus phone # ext. _____

Student's relationship to employee: Dependent Spouse

Is the dependent child under the age of 24 at the end of the 2023 calendar year? Yes No

Note: If no, the student is not eligible for tuition remission.

Is the student admitted to an undergraduate degree-seeking program at UE? Yes No

If yes, will this be his/her first bachelor's degree? Yes No

If no, will he/she be attending Harlaxton? Yes No If yes, enter term _____

Enter the number of credit hours for which the student intends to enroll each term.

_____ Summer I 2023 _____ Summer II 2023 _____ Fall 2023 _____ Spring 2024

Have you filed the FAFSA? Yes No

Did you file the 2023-24 FAFSA before April 15, 2023? Yes No

Is the student or employee in default on any federal education loans? Yes No

Employee Affidavit: Initial the applicable statement.

____ I certify that the student for whom I am requesting tuition remission is a dependent child, stepchild, or legally adopted child who lives with me and is or will be claimed* as a dependent on my federal tax return for the calendar years in which the tuition remission benefit is received. *Attach copy of birth or adoption certificate with initial request.*

____ I certify that the student for whom I am requesting tuition remission is my biological or adopted child who lives with his/her parent from whom I am divorced/separated and who has or will claim* the student on his/her federal tax return for the calendar years in which the tuition remission benefit is received. *Attach copy of birth or adoption certificate with initial request.*

____ I certify that the spouse for whom I am requesting tuition remission is my legal spouse and that we are not separated/divorced.

*If neither I nor my divorced/separated spouse claim the student, I will notify the Office of Student Financial Services. I understand that the amount of the tuition remission received will become taxable for the calendar year in which it was received.

I hereby certify that:

- The information given above is true and accurate.
- I have read and understand the tuition remission policy.
- I am eligible to receive tuition remission benefits for dependents/spouse as outlined in the tuition remission policy.

Signature of student _____ Date signed _____

Signature of employee _____ Date signed _____

TO BE COMPLETED BY THE OFFICE OF HUMAN RESOURCES

Date of employment _____/_____/_____ Eligible for _____% of benefit

Human Resources approval _____ Date _____

TO BE COMPLETED BY THE OFFICE OF STUDENT FINANCIAL SERVICES

Meeting SAP: Yes No Birth certificate or adoption certificate on file?: Yes No

Hours earned F/Y 2022-23: Cumulative hours earned _____

Hours awarded F/Y 2023-24: Summer I _____ Summer II _____ Fall _____ Spring _____ Total hours _____

Amount awarded: Summer I \$ _____ Summer II \$ _____ Fall \$ _____ Spring \$ _____

Approved by: _____ Date ____/____/____

Student not claimed as dependent on employee/spouse _____ tax return; Office of Accounting notified.