



TUITION WAIVER FORM

Employee Information – Please Print

Employee Name _____ Faculty Staff
Employee's Department _____ Full-Time Part-Time
Relationship to Employee: Self Spouse Dependent Child (see definition on reverse side of form)

Student Enrollment Information – Please Print

Student's Name _____ Dependent's SSN _____
Home Address _____
No. Street City State Zip Code
Home Phone # _____ Cell # _____
Year _____ Fall Spring Summer I Summer II
 Weekend I Weekend II Weekend III
Student Status Full-Time Part-Time Graduate Undergraduate Non-Degree

Complete the course information only if the employee is the student.

Dept _____ Course Title _____ # of Credits _____ Day & Time _____
Dept _____ Course Title _____ # of Credits _____ Day & Time _____
Dept _____ Course Title _____ # of Credits _____ Day & Time _____

Employee Certification

I certify that the above information is true, correct and complete. If this Waiver is for your dependent child, is the child age 23 or younger and eligible to be claimed as a dependent on your Federal Form 1040 U.S. Income Tax Return for the year in which the tuition waiver applies? Yes No

Employee Signature Date

Release Time Approval: The signature of the employee's supervisor is required if the employee is enrolled in a course that meets during regular work hours and the employee is requesting Release Time. Any release time authorized must be made up by the employee.

Supervisor's Signature Approval Date

Instructions

Return the completed Tuition Waiver Form to Human Resources prior to the course start date.

☞ See Elms College Tuition Waiver Policy & Information on Reverse Side of Form

Elms College Tuition Waiver Policy & Information Sheet

Eligibility for the Tuition Waiver

Full Time Employees

- Eligible after six (6) months of continuous, full-time employment. Full-time employees may enroll tuition free in undergraduate or graduate courses at Elms College.
- Employee's spouse and dependent qualifying child* may enroll tuition free in undergraduate courses.

Part-Time Employees

- Eligible after six (6) months of continuous, part-time employment.
- Must be in a non-temporary, regular part-time position that has a regular work schedule of at least 20 hours per week for a minimum of 38 weeks per year.
- Eligible, part-time employees may enroll in undergraduate courses at Elms College up to 12 credits per year tuition free.

Where Do I Get a Tuition Waiver Form?

- Human Resources Website: <http://www.elms.edu/staff/hrform.htm>
- Human Resources Office, Berchmans Hall, Elms College

When Do I Fill Out a Tuition Waiver Form?

You need to complete a new Tuition Waiver Form and submit it to Human Resources for **each semester or session in which you and/or your spouse/dependents plan to enroll in courses at Elms College.**

What Do I Do After I Fill Out the Form?

Mail or bring the Tuition Waiver Form to Human Resources where it will be signed to certify that you or your spouse/dependent is eligible for the Tuition Waiver benefit. Afterward, the form needs to be delivered to the Student Accounts Office so a credit can be applied to the bill.

Change in Employment Status

In the event an employee separates from employment with Elms College (e.g., resignation, retirement, reduction in force, involuntary termination, etc.) the tuition waiver for the employee, his or her spouse and/or his or her dependent children, will remain in effect until the end of the semester/period in which the employment status changed occurred.

Qualifying Dependent Child

There are five (5) tests, as defined by the IRS, that must be met for a child to be your qualifying child:

1. **Age** - under age 19 or a full-time student under the age of 24 at the end of the year or any age and permanently and totally disabled
2. **Relationship** - your son, daughter, stepchild, eligible foster child
3. **Residency** - must have lived with you for more than half the year.
4. **Support** - child cannot have provided more than half of his/her own support for the year. Scholarships received by a child who is a full-time student are not taken into account in determining the support.
5. **Special Test – for qualifying child of more than 1 person** - If your child is not a qualifying child for anyone else except your spouse with whom you file a joint return, **this test does not apply**. In most cases, a child of divorced or separated parents is the qualifying child of the custodial parent. Refer to IRS Publication 501 for additional information and rules.

For more information on the definition of 'Qualifying Child' refer to IRS Publication 501: <http://www.irs.gov/publications/p501/>