

DEPENDENT TUITION WAIVER APPLICATION

Refer to the PSU Dependent Tuition Waiver Program Effective Fall, 2006.

Applicants must complete a new application each semester to be considered for the program.

Employee Information:

Name: _____

ID: _____ Campus Phone: _____

Department: _____

E-mail address: _____

Dependent Information:

Dependent Name: _____

ID: _____

Birth Date: _____

Check only 1 semester per application

Fall Semester _____ Spring Semester _____ Summer Session _____

Is Dependent unmarried as of the 1st day of classes this semester? _____ Yes _____ No

Is Dependent your natural child, stepchild or legal ward as of the 1st day of classes of this semester? _____ Yes _____ No

Was Dependent claimed as a dependent for income tax purposes based on IRS guidelines in the tax year preceding the 1st day of classes for this semester? _____ Yes _____ No

The Employee must provide Proof of Relationship for the Dependent with the first application for the Tuition Waiver Program. Acceptable forms include:

Natural Child - Birth Certificate of Dependent

Step Child - Marriage Certificate of Employee and Birth Certificate of Dependent

Adopted Child or Legal Ward - Adoption Agreement, Court Order

To Be Completed by the Dependent Applying for the Tuition Waiver

Have you been admitted to Pittsburg State University? _____ Yes _____ No

Are you currently attending High School? _____ Yes _____ No

Are you seeking an undergraduate degree from PSU? _____ Yes _____ No

I have read and agree to the provisions of this program. By signing this application, I authorize HRS to check my grades at the end of the semester.

Dependent's signature: _____ Date _____

To be Completed by the Employee

I have read and agree to the provisions of this program. The information on this application is complete and accurate to the best of my knowledge, and I certify that the dependent listed meets the requirements for the waiver program. Any attempt by me to knowingly enroll dependents which do not meet the requirements will be considered fraud and will be subject to penalties as prescribed by law.

Employee's signature: _____ Date: _____

Important Tax Information: Pursuant to IRS code, section 127, tuition assistance is considered in some circumstances as taxable income and must be reported as such on an employee's annual W-2 form. Individuals with at least a baccalaureate degree may be subject to taxes for their tuition assistance award depending upon the level of coursework and academic program. Recipients who have not yet obtained a baccalaureate degree are not affected by this

HRS USE ONLY:

Semester of Application: _____

Employee Length of Service Date: _____

Age of Dependent on 1st Day of Semester: _____

Cumulative GPA under Waiver Program _____

Proof of Relation Rec'd/Verified: _____ Yes _____ No

of Semesters Previously Waived: _____

Tuition Waiver _____ Not Approved _____ Approved

Maximum Percentage of Tuition Waiver: _____

HRS Rep. _____ Date _____

cc: Employee

