



What do You want out of life?

Dependent/Non-Dependent Tuition Remission Form

After one year of service, a full-time employee's spouse (regardless of age) and children (under the age of 25) who meet admission requirements are eligible for a 100% tuition waiver for an unlimited number of credit hours per academic year in any of the University's undergraduate programs. This waiver applies to tuition only and not to applicable fees, housing, or meal plans, if any. The employee's anniversary date must be achieved prior to the class start date for the benefit to apply.

Employees, their spouses and children are required to submit a FASFA as a condition of tuition waiver. Externally funded grants and/or loans received by the employee (or employee spouse or child) may be applied toward tuition or may be used by the employee (or employee spouse or child) to cover other educational expenses.

The amount of the tuition waiver is determined after all other forms of direct financial aid are applied to the employee's (or employee spouse or child) account. The tuition waiver will be the net amount of tuition and course fee costs not covered by other direct aid. The tuition waivers will be applied after drop/add week in sessions 2, 4 and 5.

Student's Name: _____ Student ID# _____ DOB _____

Course Information:

Course Number	Title of Course	# of Credit Hours (or indicate if course is to be taken as Audit)	Session or Semester (see below for list of sessions and semester)

Employee Name: _____ Employee Department: _____

Employed by: Spalding University

- I certify that my dependent or non-dependent child has completed, or is in the process of completing, the Spalding Application for Financial Aid and the Free Application for Federal Student Aid (FAFSA). This form must be completed within 30 days of enrollment.

Employee's Signature _____ Date _____

HR DEPARTMENTAL USE ONLY:

Human Resources Certification _____ Date _____

Amount of Remission applied for this dependent: _____ Date of Full-Time Employment _____