

MEREDITH COLLEGE
APPLICATION FOR TUITION REMISSION FOR DEPENDENT

Name of Eligible Employee or Former Employee: _____

Address: _____ Phone: _____ Email: _____

Employment Status:

- 1) Current Employee ID#: _____ Date of Hire: _____ Dept: _____
2) Retiree Disabled Deceased Retiree Dates Employed: _____ to _____
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Legal Name of Dependent: _____ MC ID #: _____

Dependent's Legal Relationship: _____ Dependent's Date of Birth: _____

Dependent's Address: _____

Academic Semester Requested (select one): Fall Spring Summer 20_____

Employee and Dependent initial each statement, then sign below.

_____/_____/ I have reviewed the current Tuition Remission policy. (Available on HR MyMeredith or Employee Handbook)

_____/_____/ Dependent meets all qualifications for Tuition Remission, as outlined in the current policy

_____/_____/ Employee is legal spouse or certified domestic partner of Dependent

_____/_____/ Employee is legal parent of Dependent

- Employee/custodial parent provided majority of financial support majority of prior year
- Employee/custodial parent claimed dependent on US Tax Return previous year
- Dependent is age 24 or under
- Dependent is unmarried and not divorced

_____/_____/ I have reviewed the Taxability of Graduate Tuition Remission Notice. (Available on HR MyMeredith or Employee Handbook). I understand that the College is required to withhold taxes on values above \$5,250 and report such on the employee's annual Form W-2.

_____/_____/ I understand:

- An application must be submitted for each semester benefit is requested. **Priority Due Dates: Fall - July 1; Spring - November 1; Summer - May 1. Final date to submit application is the last day of drop/add.**
- Tuition Remission covers on-campus tuition only. Dependent is responsible for all other fees.
- Tuition Remission is available to Dependents for summer for specific graduate programs only.
- Dependent is encouraged to complete FAFSA each year.
- Tuition Remission benefit is available for up to 150% of the hours required for degree.
- Dependents must earn at least 75% of hours attempted at MC, as consistent with the financial assistance satisfactory academic progress policies.
- Tuition Remission is available to female dependents for undergraduate enrollment, and male or female dependents for graduate enrollment. Dependents must meet all regular enrollment requirements.

We certify that the listed individual is the legal Dependent of the listed Employee/former Employee and meets all of the stated requirements for eligibility:

Employee's/Former Employee's Signature: _____ Date: _____

Dependent's Signature: _____ Date: _____

Next steps:

- 1) HR will scan approved form to FA. FA will email employee to confirm receipt.
 - 2) Dependent completes registration for classes. (Registrar's Office can provide registration assistance.)
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Human Resources Approval

Eligibility Approved: Director of Human Resources Signature: _____ Date: _____