

UNIVERSITY OF ROCHESTER
TUITION BENEFITS PLAN FOR DEPENDENT CHILDREN OF FACULTY AND STAFF

**Instructions for Application and Waiver Procedure
For Credit Courses Taken at the University of Rochester**

Tuition Waiver Procedure

Step # 1 Employee and Dependent Child:

- ♦ Completes Application for Tuition Waiver (one application per individual for each term)
 - Lists all courses for which a tuition waiver is requested
 - Certifies the dependent child is a first-time, first year student
 - Employee and Dependent Child sign application
 - ♦ Keeps cover sheet with instructions for application and waiver procedure
 - ♦ Employee returns completed application to Benefits Office (Med Ctr. G-8011, Box 636)
 - ♦ Dependent Children who are matriculated and intend to apply for financial aid need to contact the Financial Aid Office as soon as possible
- Completed application must be received by the Benefits Office no later than 30 days after the start of the course(s).
Retroactive requests will not be approved.**

Step # 2 Dependent Child:

- ♦ Registers for course(s)

Step # 3 Benefits Office:

- ♦ Confirms eligibility, authorizes the application for tuition waiver for each applicable benefit level, and forwards waiver to Financial Aid Office for calculation of tuition benefits for each level approved by the Benefits Office

Step # 4 Financial Aid Office:

- ♦ Calculates the amount of the tuition benefit based upon the level approved by the Benefits Office
- ♦ Sends the employee a copy of the award letter with the applicable benefit amounts calculated
- ♦ Credits the dependent child's student account by the greatest dollar benefit, unless otherwise notified by employee
- ♦ Sends copy of waiver with applicable benefits tuition amount calculated to Benefits Office (Med Ctr. G-8011, Box 636)

Tuition Waiver Information

- ♦ Eligibility:
 - Please review the eligibility for Dependent Child Tuition Benefits online at <http://www.rochester.edu/working/benefits/tuition>.
- ♦ Tuition benefits are provided for credit-bearing courses only. Audits will not be covered.
- ♦ Cost of supplies, textbooks and the like will not be covered.
- ♦ The tuition benefit for a dependent child is available only while the employee is employed by the University and meets the applicable requirements. Should employment cease (or eligibility otherwise cease) during an academic year, the benefit will be pro-rated for the course of that year.
- ♦ Tuition Benefits will be pro-rated for part-time study.
- ♦ Tuition Benefits for Dependent Children are available for up to four years of undergraduate study, not to exceed a total of 8 semesters or 12 quarters (including summer semesters or quarters).
- ♦ Questions regarding the Tuition Benefits Plan should be directed to the Benefits Office @ 275-7013.

**APPLICATION FOR DEPENDENT CHILD TUITION WAIVER
FOR COURSES TAKEN AT THE U of R**

(Before completing application, please read cover sheet for instructions)

EMPLOYEE SECTION

Employee Name _____ University Telephone _____
Division/Department _____ Work Status _____ Full-Time _____ Part-Time
Intramural Address _____ Job Title _____
Employee ID _____ Employee
Social Security # _____
Dependent Child Name _____ Dependent Child
Social Security # _____

Dependent children are those who meet the dependency criteria established by the Bureau of Internal Revenue for income tax purposes.

_____ FALL _____ WINTER _____ SPRING _____ SUMMER Starting _____ Ending _____
(Check one semester only) (month/year) (month/year)

School/College	CRN	Course # and Title	Credit Hours	Graduate Level Course (Yes/No)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Do you intend to apply for financial aid? YES _____ NO _____

I certify that my dependent child is a *first-time, first-year* student and matriculated as an undergraduate at the University of Rochester.

YES _____ NO _____

Signature of Employee Date

Signature of Dependent Child Date