



APPLICATION FOR TUITION REMISSION

DEPENDENT CHILDREN

Email completed form to mmagallanes@whittier.edu

Dependent Children (per IRS guidelines) of eligible full time Faculty, Administration and Support Staff may take advantage of the Whittier College tuition remission program. Full time is defined as a regular work schedule of at least 32 hours per week, or full time faculty status. To qualify for this benefit, the employee must have completed three years of continuous full time employment. The benefits for dependent children are limited to: a) a total limit of eight (8) semesters for regular undergraduate courses; b) a total of four (4) semesters graduate work. All coursework must be complete by the age of 26. Summer and evening classes are excluded. International study is excluded. No fees are covered by tuition remission. Examples of fees include, but are not limited to, application fees, transcript fees, room and board fees, international programs, graduate programs, teaching fees, overload fees, and music fees. All dependent children must be admitted in accordance with regular College admission policies and procedures. Per IRS guidelines (Publication 970 and IRS Code 127) tuition remission for graduate tuition is to be counted as taxable income to the employee. Graduate level courses, that is those beginning at the 500 series, are subject to taxation. The Tuition Remission benefit may impact Financial Aid funding.

NOTE: All participants must receive a passing grade in their coursework to be eligible for these educational benefits. Participants who withdraw must do so within the published deadlines. Those who withdraw after the deadline or do not receive a passing grade will be responsible for the payment of tuition.

Applications for Tuition Remission must be submitted to the Human Resources Office no later than the end of the first week of class. This form is valid for one semester only. A new form must be submitted for each semester that the dependent child is enrolled. By signing the application below, you acknowledge that you understand and will abide by the terms of the Tuition Remission Program.

College Employee Name (please print): \_\_\_\_\_

Classification (circle one): Faculty Administration/Professional Staff Support Staff

Department: \_\_\_\_\_ Ext: \_\_\_\_\_

What is the employee's relationship to the student: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Student ID#: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Student Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Campus Location: Whittier College

Class Level (circle one): Freshman Sophomore Junior Senior Graduate

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Human Resources use only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_