

Dickinson

TUITION REMISSION PROGRAM APPLICATION FORM (to attend Dickinson College)

Name of Employee _____

Department _____

Date of Hire /
Date of Appointment _____

Name of Student _____

Student
Date of Birth _____

Relationship to Employee _____

Academic Year Attending: _____ ☐ FALL ☐ SPRING ☐ SUMMER
(must be completed each academic year)

Is student taking classes for ☐ CREDIT or ☐ AUDIT?

Exemption Code: _____
Term: _____
HR USE ONLY

Is student attending as a high school student? ☐ YES ☐ NO

Does student currently have a bachelor's degree? ☐ YES ☐ NO

Tuition remission is available to:

1. The dependent spouse and all dependent children (natural or adopted) of any faculty member or academic professional receiving fringe benefits.
2. The dependent spouse and all dependent children (natural or adopted) of any full-time member of the administration.
3. The employee, spouse, and all dependent children (natural or adopted) of any full-time member of the service support staff.

The determination of dependency for tuition remission purposes is based on the definitions established by the Internal Revenue Service in the declaration of dependents for income tax purposes.¹

I, hereby, certify that this student is myself, my spouse, or my natural born or adopted child. If my child, he/she is my legal dependent as defined by the Internal Revenue Service for income tax purposes. Additionally, I certify that this student has not previously completed the baccalaureate degree at Dickinson or at another institution. An exception to this degree restriction exists for the completion of the professional semester for teacher certification.

I have read the College's Academic and/or Service Support Handbook, as referenced on this form, and understand the benefits and restrictions of this program.

Employee's Signature

Date

PLEASE RETURN FORM TO HUMAN RESOURCE SERVICES FOR PROCESSING. THANK YOU.

¹ See Dickinson College Academic Handbook February 1995, P. 7-7 through 7-9 for complete information concerning this benefit.