



TUITION REMISSION FORM
DEPENDENT / SPOUSE/SAME-SEX PARTNER

(Please see the back of this form for instructions)

I. EMPLOYEE INFORMATION:

Employee Name: \_\_\_\_\_ UHA ID #: \_\_\_\_\_

Department/School: \_\_\_\_\_ Phone (W): \_\_\_\_\_

E-mail: \_\_\_\_\_@hartford.edu

II. STUDENT INFORMATION:

[ ] DEPENDENT\*

[ ] SPOUSE/SAME-SEX PARTNER\*

Name: \_\_\_\_\_ UHA ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\*(Verification of dependent status and/or marriage, civil union or Same Sex Partner Affidavit must be on file in HRD)

III. COURSE INFORMATION:

Year: \_\_\_\_\_

[ ] Undergraduate

[ ] Graduate

Semester: [ ] Fall (40) [ ] Winter (05) [ ] Spring (10) [ ] Summer (20) [ ] Saturday Term 2(07)
Please circle one term: FALL SPRING Please circle one term: FALL SPRING

Note: Please see reverse for explanation of Saturday Term.

I have reviewed the reverse side of this form and understand the provisions of the current University Tuition Remission Policy as stated herein. I agree to pay for any and all fees not covered by the Tuition Remission benefit.

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

Doctoral Studies are specifically excluded from this benefit.

HRD REVIEW:

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

Employment Status Verified: [ ]

Dependent Status Verified: [ ]

Employee Date of Hire Verified: [ ]

Confirmed Course Eligibility: [ ]

BURSAR PROCESSING:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Charged to University: \_\_\_\_\_

## TUITION REMISSION FORM DEPENDENT / SPOUSE/SAME-SEX PARTNER

- Step 1:** Register for the course(s) for which you are going to request Tuition Remission and make appropriate payments (i.e., registration fee, lab fees, technology fees, etc.).
- Step 2:** Complete one form per person, per semester that you are requesting Tuition Remission.
- Step 3:** Complete Sections I. Employee Information, II. Student Information and Section III. Student Enrollment Information and sign the front of this form.
- Step 4:** Return the completed form to HRD for review. HRD will verify all information and forward it to the Bursar's Office for processing as appropriate.

### WHAT DOES TUITION REMISSION COVER?

Tuition Remission is available only for CREDIT courses (even if audited) offered at the University of Hartford and covers only the cost of tuition. ALL FEES ASSOCIATED WITH ANY ENROLLMENT (whether employee, spouse, same-sex partner or dependent child is utilizing the benefit), INCLUDING PRIVATE LESSONS, ARE THE RESPONSIBILITY OF THE STAFF/FACULTY MEMBER.

Tuition remission benefits are intended to cover the tuition of the course only. Anything above and beyond the cost of the tuition is the responsibility of the faculty/staff or dependent enrolled. If receiving tuition remission benefits please note that the eligible individual (faculty/staff, spouse, same sex partner or dependent children) receiving the benefit is not eligible to receive additional University administered non-need or need-based scholarships or grants. Recipients of the Tuition Remission benefit may file an Application for Federal Student Aid (FAFSA) to determine eligibility for additional federal aid such as a Federal Pell grant and/or Federal Stafford loan.

This benefit includes student teaching and internships, which will have the tuition component abated. If an eligible family member participates in an approved Study Abroad program, he or she may qualify for the abatement of the cost of tuition only, in limited circumstances. For details regarding Study Abroad, please refer to the Staff Employment Manual.

**Note:** This benefit is available for the attainment of an undergraduate degree and/or graduate degree through the master's level.

**DOCTORAL STUDIES ARE SPECIFICALLY EXCLUDED FROM THE TUITION REMISSION BENEFIT.**

### HOW MANY COURSES CAN A DEPENDENT OR SPOUSE/SAME SEX PARTNER TAKE?

Under the University's current Tuition Remission Policy, regular full-time staff and faculty are eligible for tuition remission immediately upon hire for their spouse/same-sex partner and dependent child(ren). Spouses/same-sex partners and dependent children can enroll in courses beginning on or after the employee's date of hire on a space available basis. Eligible spouses/same sex partners or dependents may enroll in up to a full-time course load and will be required to meet the same admission requirements as all other students. For purposes of this benefit, Winterterm can be applied to either the Fall Semester or the Spring Semester (must be indicated on form). Tuition Remission forms are available online at [www.hartford.edu/hrd](http://www.hartford.edu/hrd).

#### **Saturday Term:**

For the purpose of tuition remission, the following schedule indicates the semester for which Saturday term is applied.

Session 1 = Fall Tuition Remission                      Session 2 = Either Fall or Spring Tuition Remission – employee must indicate on form  
Session 3 = Spring Tuition Remission                      Session 4 = Summer Tuition Remission

### WHO ARE ELIGIBLE FAMILY MEMBERS?

A spouse is defined as a husband, wife, or same-sex partner of the regular full-time staff/faculty member. A dependent child is defined as having met all five of the dependency tests as provided in the U.S. Internal Revenue Act, Section 152a, and other applicable IRS regulations. The University requires proof of dependent status annually (i.e., a copy of the employee's 1040 tax form filed with the IRS for the prior calendar year). All financial information should be omitted. In addition, the University also requires proof of marriage/civil union (i.e., a copy of the employee's marriage certificate, civil union or same-sex partner affidavit).

### WHAT ABOUT GRADUATE-LEVEL COURSES AND TUITION REMISSION?

According to current IRS regulations the full value of tuition remitted for graduate study for spouse/same-sex partner and dependent child(ren) will be treated as staff/faculty income for tax withholding and social security deduction purposes. Contact Payroll for more information.