



SELECT TUITION REMISSION FORM

(Please see the back of this form for instructions)

I. PERSONAL INFORMATION:

Name: _____ SS# or UHA ID#: _____
 Address: _____ Phone _____
 _____ E-Mail _____

II. STUDENT INFORMATION:

SELF

DEPENDENT*

Name: _____ SS# or ID#: _____

SPOUSE/ SAME-SEX PARTNER*

Name: _____ SS# or ID#: _____

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

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.

Signature: _____ Date: _____

DOCTORAL STUDIES ARE SPECIFICALLY EXCLUDED FROM THIS BENEFIT.

HRD REVIEW:	Eligibility Verified:	Retiree w/10 yrs. Svc.	<input type="checkbox"/>
Approved by: _____	Date: _____	Dependent Status Verified	<input type="checkbox"/>
BURSAR PROCESSING:		LTD Benefits Approved	<input type="checkbox"/>
Processed by: _____	Date: _____	Confirmed Course Eligibility:	<input type="checkbox"/>
	Amount Charged to University: _____		

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- Step 1:** Register for the course(s) for which you are going to request Tuition Remission and make appropriate payments (ie. registration fee, lab fees, etc.).
- Step 2:** Complete one form per person, per semester that you are requesting Tuition Remission.
- Step 3:** Complete Sections I. *Personal Information*, II. *Student 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.

NOTE: If you are adding a course after the initial tuition remission form was submitted, you must submit a second form to HRD. If you initially enrolled and applied for tuition remission for two courses and subsequently drop one of these courses but adds another, a copy of the **approved** Add/Drop form must be attached to another tuition remission form, noting the added course. All paperwork must be submitted to HRD for processing. HRD is located in the Financial and Administrative Services Building (FASB).

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, INCLUDING PRIVATE LESSONS, ARE THE RESPONSIBILITY OF THE INDIVIDUAL.

This benefit includes student teaching and internships, which will have the tuition component abated. If participating in an approved Study Abroad program, he or she may qualify for 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 BE TAKEN?

Under the University's current Tuition Remission Policy, (1) retired faculty and staff who have completed 10 years of continuous service are eligible for the same benefits made available to full-time faculty and staff. Retired faculty and staff are eligible for tuition remission for themselves, their spouse/same-sex partner and dependent child(ren). Retired faculty and staff may enroll in courses on a space available basis and must meet admission requirements. (2) Full-time faculty and staff who have been approved for long-term disability benefits are eligible for the same tuition remission benefit made available to full-time faculty and staff. For the purpose of this benefit, Summerterm (both sessions) is considered one semester. Tuition Remission forms are available in HRD and online at www.hartford.edu/hrd. Dependent children of deceased faculty/staff are eligible for a level of benefit based on the length of service of the eligible parent. See HRD for details.

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
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 will be treated as taxable income. Contact Payroll for more information.