

(Please see page two of this form for instructions)

I. PERSONAL INFORMATION:

Name of Eligible Participant: _____

Your Name: _____ SSN or UHA ID #: _____

Address: _____ Phone: _____

_____ Email: _____

II. STUDENT INFORMATION: *Verification of dependent status and/or marriage, civil union or Same-Sex Partner Affidavit must be on file with HRD*

Self
 Dependent
Name: _____

SSN or UHA ID # _____

Spouse
Name: _____

SSN or UHA ID # _____

III. COURSE INFORMATION: Undergraduate Graduate

Year: _____ Degree Sought: _____

Semester: Fall (40) Spring (10) Summer (20)

Winter (05) *Please circle one term: FALL SPRING*

Saturday Term* 3 (07) *Please circle one term: FALL SPRING*

* See page two for explanation of Saturday term

I have reviewed page two of this form and understand the provisions of the current University Tuition Remission Policy as stated herein. I agree to pay for registration, books, private lessons and any and all fees not covered by the Tuition Remission benefit. **Doctoral Studies are specifically excluded from this benefit.**

Signature: _____ Date: _____

HRD REVIEW:

Approved by: _____ Date: _____

Retiree w/ 10 yrs Service: _____
Dependent Status Verified: _____
LTD Benefits Approved: _____

BURSAR PROCESSING:

Processed by: _____ Date: _____

Confirmed Course Eligibility: _____
Amount Charged to University: _____

SELECT TUITION REMISSION FORM

- 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, private lessons, etc.).
- Step 2:** Complete one form per semester that you are requesting Tuition Remission.
- Step 3:** Complete Sections I. Personal Information, II. Student Information, III. Course Information and sign the first page of this form.
- Step 4:** Return the completed form to HRD for review. HRD will verify employee eligibility and forward the form 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 a course and subsequently drop the course but add 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) in a degree granting program offered at the University of Hartford and covers only the cost of tuition. REGISTRATION, BOOKS, PRIVATE LESSONS AND ALL FEES ASSOCIATED WITH ANY ENROLLMENT ARE THE RESPONSIBILITY OF THE STAFF/FACULTY MEMBER.

Tuition remission benefits are intended to cover the applicable tuition of the course only. Any costs above and beyond the cost of the tuition are the responsibility of the enrolled. Courses will be abated on a per credit hour basis, which may differ between colleges. If receiving tuition remission benefits, please note that additional University administered non-need or need-based scholarships or grants are not available.

This benefit includes student teaching and internships, which will have the tuition component abated. If participating in an approved Study Abroad program, you 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 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 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. (3) 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 further details. For the purpose of this benefit, Summerterm (both sessions) is considered one semester and Winterterm can be applied to either the Fall Semester or Spring Semester (must be indicated on form). Tuition Remission forms are available online at <http://www.hartford.edu/hrd/Forms.aspx>.

Saturday Term:

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

Session 1 (begins in June) = Summer Tuition Remission

Session 2 (begins in September) = Fall Tuition Remission

Session 3 (begins in December) = Fall or Spring Tuition Remission – employee must indicate on form

Session 4 (begins in March) = Spring Tuition Remission

WHO ARE ELIGIBLE FAMILY MEMBERS?

A spouse is defined as a husband or wife 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 (i.e., a copy of the employee's marriage certificate).

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 further details.