

Tuition Remission Application Instructions

PLEASE READ CAREFULLY

1 EMPLOYEE INFORMATION

This section should be completed by you, the active employee or retiree of the University of Cincinnati. If the employee/retiree is deceased, this section may be completed by his/her surviving family member(s). The UCID is a nine-character identifier beginning with the letter "M" that is assigned to each employee and student of the University to replace the use of Social Security numbers. The employee category determines the number of credit hours to which the employee and his/her dependents are entitled. Please refer to the eligibility chart on this application for details. The eligibility of retirees and his/her dependents as well as surviving dependents of deceased employees is based on the employee's category during his/her active employment (Proof of dependency required). Regular Full-Time UC employees (80%-100% FTE) and Full-Time Equivalent Faculty covered by UC Benefits are generally NOT required to complete a tuition remission application unless taking additional credit hours. Employees requesting additional credit hours should indicate the total number of credit hrs (per term) he/she will take in this section and obtain authorization from the appropriate vice-president (See Department Authorization section below). The term after a request for additional hours expires; the employee should contact the HRSC to reset his/her eligibility data.

2 SPOUSE OR DOMESTIC PARTNER INFORMATION

Your spouse or domestic partner may be eligible for tuition remission benefits. You should refer to your Enrollment Workbook for details.

DEPENDENT(S) INFORMATION

Your unmarried, dependent children are your naturally born, legally adopted, stepchildren, or individuals for whom the employee has been appointed the legal guardian pursuant to court action or by the terms of a valid will. To be considered "dependent" your children must rely on you for their primary financial support. Age restrictions may apply, please refer to your Enrollment Workbook for details. You will be required to provide proof of dependency. (If your child is also covered on your UC Benefits plan for medical and/or dental; it is not necessary to resubmit dependent verification paperwork for tuition remission).

3 CERTIFICATION BY EMPLOYEE

The employee should read the tuition remission instructions and application carefully before signing this section. Please contact Human Resources or refer to the "Refund Schedule for Tuition Remission Eligible Students" prior to dropping a class to avoid repayment of tuition remission for any class in which you, your spouse, your dependent(s), or your domestic partner are enrolled. You may be subject to income taxes on the value of the tuition remission used. Taxes for graduate tuition and for tuition of a domestic partner will be deducted from the employee's paycheck.

4 DEPARTMENT AUTHORIZATION

(1) Regular Full-Time Employees, Full-Time Equivalent Faculty, Affiliated Faculty and ROTC must have the Additional Hours Authorization signed by appropriate vice-president if taking more than 6 credit hours per term. (2) Part-Time Faculty must complete a tuition remission application EACH term he/she takes classes. The application must be signed by the employee's Department Head/VP/Dean verifying the terms he/she taught. (3) All Affiliated Faculty must have department authorization in order to use the tuition remission benefit.

Important Notice:

Tuition remission will not automatically apply when registering for classes on or after the first day of the term. If this happens, please contact Human Resources to have your tuition remission manually applied to your bill. This form must be completed in its entirety. Please return the last two pages of this application prior to the term classes will be taken. Incomplete applications or applications without proper authorization may result in a delay of processing. Please be sure to keep a copy of this form and any attachments for your records.

Federal records privacy law entitled "The Family Educational Rights and Privacy Act of 1974" (FERPA) prevents any UC office from releasing information to you regarding your spouse, dependent(s), or domestic partner's education or billing records. In accordance with FERPA, the spouse, dependent, or domestic partner **must** provide written and signed consent authorizing UC to release this information specifically to you by name. If he or she elects to do so, the spouse, domestic partner, or dependent can accomplish this by completing a "UC Records Release Authorization Form". For dependents, FERPA also allows a release of information when you provide a copy your most recently submitted federal tax return claiming this student as your financial dependent. **In all cases**, either an authorization form or tax return document **must** be submitted to the Office of the Registrar (University Pavilion 5th floor) **prior** to your contacting the Office of Human Resources or the One Stop Student Services Center for tuition remission information regarding your spouse, domestic partner, or dependent. For additional FERPA information and/or to download the "Records Release Authorization Form", visit the Office of the Registrar's website at http://www.uc.edu/registrar/Records_Privacy_and_FERPA.html.

For more detailed information, please contact us at 513-556-6381 or visit our website at www.uc.edu/hr

Please send completed applications to:

Human Resources Service Center
University Hall, 3rd Floor (Suite #340)
P.O. Box 210039
Cincinnati, OH 45221-0039
Fax 513-556-4501

TUITION REMISSION APPLICATION

PLEASE READ THIS APPLICATION IN ITS ENTIRETY BEFORE COMPLETING. PLEASE PRINT.

Check ALL individuals that will be taking classes covered by tuition remission:

<input type="checkbox"/>	EMPLOYEE	<input type="checkbox"/>	SPOUSE	<input type="checkbox"/>	DEPENDENT(S)	<input type="checkbox"/>	DOMESTIC PARTNER
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1

EMPLOYEE INFORMATION:

UC ID

M

Last Name _____ First Name _____ Middle Initial _____

Home Address _____ City/State/Zip _____

Home Phone _____ Campus Phone _____ Mail Location _____

Select ONE of the following employee categories:

<input type="checkbox"/>	Full-Time Employee (80%-100% FTE)	<input type="checkbox"/>	Full-Time Equivalent Faculty	<input type="checkbox"/>	ROTC
<input type="checkbox"/>	Part-Time Employee (below 80% FTE)	<input type="checkbox"/>	Part-Time Faculty	<input type="checkbox"/>	Retiree
<input type="checkbox"/>	Post Doc Fellow	<input type="checkbox"/>	Affiliated Faculty	<input type="checkbox"/>	Deceased

I, _____ am requesting a total of _____ credit hours (per term) of tuition remission for the A W S U terms. (See reverse side for eligibility)

2

SPOUSE OR DOMESTIC PARTNER INFORMATION:

Name _____ Age _____

M

DEPENDENT(S) INFORMATION: (LIST ONLY PERSONS WHO WILL ATTEND CLASSES)

Dependents age 19 or over must provide proof of dependency. Send copies of parent's and dependents most recent federal tax return along with this form to the Human Resources Service Center at PO Box 210039 Cincinnati, OH 45221-0039 or fax to 513-556-4501.

Name _____ Age _____

M

Name _____ Age _____

M

Name _____ Age _____

M

3

CERTIFICATION BY EMPLOYEE

I certify that the above information is correct. I have read and understand the General Information on the reverse side of the form. Should my status or my dependents eligibility status change, I agree to immediately notify Human Resources. I understand and agree that I will be personally responsible for reimbursing the University for the amount of tuition which was remitted in reliance on these representations if the student was ineligible for such under the University rules.

Employee Signature _____

Date _____

4

DEPARTMENT AUTHORIZATION

This section must ONLY be signed for Part-Time Faculty, Affiliated Faculty, or full-time employees taking more than 6 credit hrs.

AUTHORIZATION FOR ADDITIONAL HOURS
(see back for details)

I certify that the above named employee is authorized to take a total of _____ credit hours per term during the A W S U term(s) in the 20____-____ academic year.

Vice-President Signature _____

Print Name _____ Date _____

PART-TIME FACULTY AUTHORIZATION
(see back for details)

This is to certify that the above named employee is teaching/taught class(es) for the A W S U terms during the 20____-____ academic year.

Department Head/VP/Dean Signature _____

Print Name _____ Date _____

AFFILIATED FACULTY AUTHORIZATION
(see back for details)

This is to certify that the above named employee is currently affiliated with the University of Cincinnati and eligible for tuition remission this academic year.

Department Head/VP/Dean Signature _____

Print Name _____ Date _____

TUITION REMISSION ELIGIBILITY CHART

	For Employee:	For Spouse/Domestic Partner/ Children:
Regular Full-Time Employees (80-100% FTE)	6 credit hrs per term*	Unlimited credit hrs per term (up to a maximum of 216 undergraduate credit hrs)
Regular Part-Time Employees (less than 80% FTE)	3 credit hrs per term	N/A
Post Doc Fellows	3 credit hrs per term	N/A
Full-Time Equivalent Faculty	6 credit hrs per term*	Unlimited credit hrs per term (up to a maximum of 216 undergraduate credit hrs)
Part-Time Faculty	3 credit hrs accrued per term taught (Must be used within 12mos. of accrual)	N/A
Affiliated Faculty/ROTC	6 credit hrs per term*	Unlimited credit hrs per term (up to a maximum of 216 undergraduate credit hrs)
Student Employees/ Graduate Assistants	N/A	N/A
Temporary/Seasonal/Volunteer Employees	N/A	N/A

* Eligible for Additional Hours with Department Approval

AUTHORIZATION:

- Regular Full-Time Employees, Full-Time Faculty, Affiliated Faculty, and ROTC must have the Additional Hours Authorization signed by the appropriate vice-president if taking more than 6 credit hours per term.
- Part-Time Faculty earn a tuition remission credit for teaching classes and must have Authorization signed by Department Head/VP/Dean to verify the actual terms he/she taught.
- Affiliated Faculty need department authorization in order to use the tuition remission benefit.

GENERAL INFORMATION:

- All students (employees, spouse, domestic partner, and children) must follow normal University registration procedures to enroll for classes.
- Tuition remission does NOT cover late registration fees. The general and IT fee are covered for the employee only. Any and all additional fees are not covered for the employee, spouse, dependent children, or domestic partner.
- Eligible children are "unmarried and dependent persons, who are naturally born, legally adopted, stepchildren, or individuals for whom the employee has been appointed the legal guardian pursuant to court action or by the terms of a valid will."
- Dependents age 19 or over and other dependents whose eligibility is not on file with Human Resources for UC employee benefits; MUST provide the following proof of dependency: (a) Parents most recent federal tax return showing child listed as a dependent, OR (b) Tuition Remission Affidavit, showing child is unmarried, lives at home and parent provides primary financial support. Supporting documentation should include parent and child's tax return, itemized list of expenses and/or receipts/voided checks.
- If your or a dependent's eligibility status changes during an academic term, tuition remission will continue for the remainder of that term. Any ineligible person who applies for and receives tuition remission will be billed and held accountable for payment.
- Graduate tuition remission benefits are taxable to the spouse and dependents regardless of the value. Graduate tuition remission is only taxable for the employee if in excess of \$5250 per calendar year. Both undergraduate and graduate tuition remission is taxable for a domestic partner.
- Disclaimer Statement: No information contained herein shall be deemed to amend or modify in any respect any provision of the Rules of the University, which are available for your examination at the Office of the Secretary of the Board of Trustees (<http://www.uc.edu/Trustees/Rules>). Also please refer to your enrollment workbook and/or collective bargaining agreement (if applicable) for detailed information concerning tuition remission guidelines.

<p>TR EARNED → TR USED</p> <p>____A ____A</p> <p>____W ____W</p> <p>____S ____S</p> <p>____U ____U</p> <p>____A ____A</p> <p>____W ____W</p> <p>____S ____S</p> <p>____U ____U</p>	<p style="text-align: center;">FOR HUMAN RESOURCES USE ONLY:</p> <p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p style="text-align: center;"> A W S U </p> <p style="text-align: center;"> _____ _____ </p> <p style="text-align: center;"> PT FAC HRS ADDTL HRS </p> <hr style="width: 80%; margin: 10px auto;"/> <p style="text-align: center;"> PROCESSED BY DATE </p> <p>NOTES:</p>
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