

VILLANOVA UNIVERSITY
A Catholic and Augustinian University

APPLICATION FOR TUITION REMISSION

PROCEDURE: Prior to each semester or summer session(s), this form must be completed and approved as described below. All items must be completed in order for the student to receive the tuition remission benefit.

1. Employee's Name _____
Last First MI.

2. Employee's Social Security # _____ Department _____

3. Employee's Daytime Telephone Number _____

4. Employee is one of the following: F/T Faculty F/T Staff P/T Faculty P/T Staff

5. Employee's Date of Hire _____

6. Student's Relationship to Employee: Self Spouse Dependent Child
Dependent Child's Date of Birth _____

7. Student's Name _____ Student's Social Security # _____

8. Number of Credits this term _____
Term: Fall _____ Spring _____ Summer _____
Year Year Year

School: (circle) Undergraduate Day Part -Time Studies Law School Graduate Schools

9. Please note that under current law, tuition benefits for graduate classes for *wives and dependent children* are subject to local, federal and Social Security taxation. Tuition benefits for graduate classes for *employees* in excess of \$5,250 in value annually are also subject to such taxation.

10. Employees requesting Tuition Remission for a dependent child must sign below:

I certify that the child listed on this application is my *natural or adopted dependent*, and that I have claimed him/her as an exemption on my most recently filed Federal income tax return. Furthermore, I certify that I shall continue to claim this child as an exemption for the tax year in which the semester/term of this application occurs. Subject to review by Human Resources, certain exceptions to this requirement may be made in the case of custodial agreements pursuant to divorce. The University reserves the right to inspect a copy of the employee's and child's applicable tax return.

Employee's signature: _____ Date: _____

Please submit this form to the office of Human Resources, FSB Building, in advance of the semester/term being requested, no later than the close of business on the last day for drop/add changes in the applicable semester or summer session. Human Resources submits all forms to the Bursar for appropriate adjustment to the student's account.

Approved: _____ Date: _____ Approved Tuition Remission: _____ %
Human Resources Representative