



UNIVERSITY of DENVER

Dependent Tuition Waiver Request Form

INSTRUCTIONS: Please complete this *interactive .pdf form online* then print and sign. This form must be submitted to the Total Rewards Office prior to the 100% -refund drop deadline listed by the Registrar for each academic term you wish to apply the Tuition Waiver.

EMPLOYEE INFORMATION

Name _____ DU ID _____ Hire Date _____ Employed as _____

Department _____ Phone _____ Email Address _____

STUDENT INFORMATION

Please note: Human Resources manages employee benefits. For benefits purposes, this student's tuition waiver is filed under the University of Denver employee's name, not the student's name. When making inquiries about this waiver please be prepared to provide the employee's name and ID number (if available) to the HR Total Rewards Office.

Name _____ DU ID _____ Student Classification _____

Relationship to Employee _____ * **NOTE: Only dependent children under the age of 25 are eligible to use the Dependent Tuition Waiver.** Student's Date of Birth _____

Please indicate the academic term for enrollment _____ 20 ____ **(This form must be turned in for each term the student registers for classes.)** Is this the first tuition waiver request for this student? _____

_____ *Please check if waiver will be used for courses at the **Iliff School of Theology or the English Language Center** as these require special processing.*

Tuition Waiver eligibility is determined by a student's admitted status as per Tuition Waiver Policy, section A.2.c As per Federal regulations require, the Registrar's Office will update a student's status once s/he has earned enough credits to satisfy the undergraduate degree requirements. Dual Degree students should consult with their Academic Advisor for more information about these Federal regulations and with HR for information about tuition waiver tax implications.

Students taking courses through a program other than University College or The Women's College are advised to consult the Student Health Center for information about waiving the Student Health Fee and Student Health Insurance Fee.

Please refer to the DU Tuition Waiver Summary for further information regarding usage of the waiver, including IRS taxation rules for graduate education and the topic of combining financial aid. The document can be printed directly from the HR website at www.du.edu/hr and is available in the DU HR Total Rewards Office (Mary Reed Bldg. Room 403).

NOTE: It is the responsibility of the student and/or employee to know the policy on combination of awards, policy limits, taxation requirements and health insurance.

I hereby certify that I am employed by the University of Denver and that all of the above information is correct. I am aware that it is my responsibility to submit to the Total Rewards Office a new Tuition Waiver Request form for each term my dependent registers for classes any time and any of the above information changes or if my dependent becomes eligible for a different level of waiver. I further understand that if my employment with the University terminates prior to the end of the term that this waiver is granted, the tuition waiver amount for that term will be prorated based upon my separation date and the number of weeks remaining in the term. The resulting account balance will then be billed to either my relation of me and added to my W2s as taxable income at the end of the tax year. I will be responsible for paying taxes on the prorated tuition waiver amount not withheld from my paycheck.

Employee Signature _____ Date _____