



Dependent Tuition Waiver Request Form

INSTRUCTIONS: The completed form must be submitted to the Human Resources Benefits team prior to the 100% -refund drop deadline listed by the Registrar’s Office for each academic term you wish to apply the Tuition Benefits. Please refer to the [Tuition Waiver Benefit Policy](#) regarding policy limits, combination of financial aid awards, taxation requirements, and student health insurance.

We recommend that you scan your signed, completed form and submit it via e-mail to Benefits@du.edu.

Employee Information

Name	DU ID	Hire Date
Employed As	Department	Phone
Email Address		

Student Information

Name	DU ID	Student Classification
Relationship to Employee		Student's Date of Birth
Academic term for enrollment		
Is this the first tuition waiver for this student?	Yes No	
Is this waiver being used for courses at the Iliff School of Theology or the English Language Center?	Yes No	

I hereby certify that I am employed by the University of Denver and that all of the above information is correct. I understand it is my responsibility to submit a new Dependent Tuition Benefit Request Form each term my dependent registers for classes and/or if my dependent becomes eligible for a different level of tuition benefits.

Employee Signature _____

Date