

**THE UNIVERSITY OF SCRANTON TUITION BENEFITS APPLICATION  
FOR FACULTY, STAFF AND/OR THEIR DEPENDENTS**

**EMPLOYEE INFORMATION:**

NAME: \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_  
 Department: \_\_\_\_\_ Date employment began: \_\_\_\_\_  
 Current Employment Status:  Full-time Faculty  Full-time Staff  Part-time Staff

**STUDENT INFORMATION:**

NAME: \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Does student already have a bachelor's degree?  YES  NO

**SEMESTER INFORMATION for Academic Year:** \_\_\_\_\_

Check one block only:  Fall  Intersession  Spring  Summer I  Summer II  Summer Grad \_\_\_\_\_  
 School Enrolled in:  SOM  CAS  CHEHR  DHC  Graduate  
 Number of courses enrolled in: \_\_\_\_\_ Number of credits attempted this semester/session: \_\_\_\_\_

**A separate form must be completed for each semester/session.**

**BASIS FOR TUITION BENEFIT ELIGIBILITY:**

- University Employee
- Child  Spouse of a Full-time Faculty Member
- Child  Spouse of a Full-time Administrator or Staff Member

If this request is for tuition remission for a child, was the child claimed as a dependent on the employee's most recent federal tax filing (1040 Form)?  Yes  No If no, was this dependent claimed on the most recent tax return of a divorced spouse?  Yes  No

Documentation of the dependent status of a child or spouse per Internal Revenue Service guidelines may be required before extending tuition remission. Appropriate documentation includes a copy of the top half of the employee's federal 1040 Form for the most recent tax year. Documentation of the relationship of a spouse or child may be required prior to extending tuition remission. Examples of appropriate documentation include marriage certificates for spouses and birth certificates for children. Documentation of the age of a child may also be required. Birth certificates or other appropriate documents may be used to verify the age of a child.

**REGULATIONS REGARDING TUITION BENEFITS:** For specific eligibility criteria for tuition benefits, please refer to the **Human Resource Handbook for Staff and Administrators**, contact Human Resources for a copy of the policy, or visit the Human Resources web site at [http://www.scranton.edu/humanresources/hr\\_handbooks.shtml](http://www.scranton.edu/humanresources/hr_handbooks.shtml).

**EMPLOYEE ACKNOWLEDGEMENT:** I certify the above answers are correct. I also agree to have any applicable taxes based on this benefit deducted from my paycheck during the semester/session the benefit is received. I am aware that if I have answered any of the above questions falsely, the benefit may be denied. In addition, I am liable for any taxes and penalties based on false information provided on this document. I agree to provide supporting information if requested to verify the above information. I have read and accept the terms and conditions of the University of Scranton EMPLOYEE TUITION REMISSION POLICY. I authorize the Payroll Department to deduct \_\_\_\_\_ per pay from my salary to cover fees and tuition not covered through the tuition remission policy. Deductions will commence with next payroll and continue for \_\_\_\_\_ pay periods.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN THIS FORM TO HUMAN RESOURCES**

**INTERNAL USE ONLY:**  Approved for \_\_\_\_\_ percent tuition remission  Disapproved

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Data Verified:  Banner  Tax Return  Marriage License  Birth Certificate  Other, specify \_\_\_\_\_

Financial Aid Applied For (FAFSA)  Yes  No  Exemption Form Completed  Not Enrolled Half-time

Anticipated Gift Aid For Term \$ \_\_\_\_\_ Treasurer's Office Approval \_\_\_\_\_/\_\_\_\_\_

Bookstore Charges \_\_\_\_\_ DISTRIBUTION: Treasurer's Office, Financial Aid Office, Payroll Department