



# Application for Tuition Benefits Dependent Children of Employee

- First Time Applicant for Tuition Benefits
- Renewal Application

Please complete this form in its entirety each year of your child's attendance and return to the Human Resources (HR) office by **December 1 for first year admissions, and February 1 for renewals**. These deadlines are intended to give your child the best chance of receiving an award. Approval of this form by HR indicates an approval of eligibility, but does not guarantee a tuition remission award. In order to receive an award, in addition to meeting eligibility criteria, the child must be admitted for enrollment in the school of choice. In addition, some exchange programs provide limited numbers of awards such that admission is not necessarily a guarantee of an award.

**ELIGIBILITY REQUIREMENTS** Full-time full-benefit eligible faculty and staff who have completed five years of full-time service by the end of September of the academic year for which the application is being made are eligible. All current and prior full-time service at Willamette and other institutions of higher education will be counted toward the service requirement. Documented part-time service will be prorated. Eligible dependent children include biological, adopted, and dependent foster children of employees, as well as stepchildren. The child must be a legal tax dependent claimed on the employee's income tax filings during the years in which the child receives tuition benefits. This is important to ensure that benefits are not imputed as income for tax purposes. A maximum of eight (8) semesters of undergraduate tuition remission or exchange will be granted. Children will no longer be considered dependents for the purpose of this benefit starting in the calendar year in which the child turns 25 years of age.

Employee Information				
Employee Name:				
Street Address:				
City:		State		Zip
Work E-mail Address:				
Employee ID#:		Work Phone:	( )	
<b>Prior Higher Education Credit (Skip if Not Applicable):</b> Have you worked less than 5 years for Willamette University (by the September of the academic year for which the application is applies)? If so, do you have other prior years of experience in Higher Education that we can give your credit?				<input type="checkbox"/> N/A <input type="checkbox"/> Yes (attach a summary) <input type="checkbox"/> No

Student Information				
Student's Name:				
Birth Date:		SSN:		
Student Email:				
High School Graduation Month/Year:		Tax Dependent?	<input type="checkbox"/> Yes (attach a copy of most recent 1040) <input type="checkbox"/> No	
Class Standing for Next Academic Year: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior				

Willamette University
<i>Students must meet Willamette's entrance requirements and be admitted through normal admission processes. If admitted, full tuition will be paid. Student responsible for fees and room and board costs.</i>
Does your student plan to attend Willamette University next year? <input type="checkbox"/> Yes <input type="checkbox"/> No

Northwest Tuition Exchange Program
<i>2015-16 was final year of new applications under this program. Please see HR for additional information.</i>
(Returning Students Only) Student is continuing to attend: <input type="checkbox"/> Puget Sound <input type="checkbox"/> Whitman <input type="checkbox"/> Lewis & Clark

**Great Lakes Colleges Association (GLCA) Tuition Program**

*This program provides access to tuition benefits at 16 private colleges/universities in the mid-west. Unlike the Tuition Exchange, there are no limits to the number of awards granted by and to any one institution. Students who are admitted will receive the tuition benefit. Full tuition is waived. Students must pay a participation fee that is 15% of the mean tuition rate of participating schools, as well as room and board and other usual fees charged by the admitting institution. More details can be found at [www.glca.org](http://www.glca.org).*

Does your student plan to attend any of the following schools next year?

- Albion College   
  Allegheny College   
  Antioch College   
  Beloit College   
  Denison College   
  Depauw University  
 Earlham College   
  Grinnell College   
  Hope College   
  Kalamazoo College   
  Kenyon College   
  Oberlin College  
 Ohio Wesleyan University   
  Wabash College   
  Wittenberg University   
  The College of Wooster

**\*YOU MUST SUBMIT THE [GLCA TRE APPLICATION](#) FOR EACH SCHOOL YOU APPLY TO IN GLCA ALONG WITH THIS FORM\***

**“The Tuition Exchange” (TE)**

*This national program provides access to exchange scholarships at over 600 schools throughout the United States. Admission does not guarantee a tuition remission award will be granted. Each school allocates a limited number of TE scholarships and awards are competitive. List of schools and info at [www.tuitionexchange.org](http://www.tuitionexchange.org).*

School Name	City/State
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	

*I certify that the information provided is accurate. I have read the tuition remission policy and eligibility rules. I certify that the dependent for which this application is being submitted will be a tax dependent in the year(s) of enrollment. I will notify human resources of the school my child will ultimately attend, or any changes in enrollment status (i.e. Leave of absence, changing schools, withdrawn, etc.).*

*I have attached a copy of the first page of my most recent Federal Tax Return to verify my student's dependent status.*

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

Eligibility Approved Signature/Date (HR Only): \_\_\_\_\_