

Application For Staff, Staff Child, Staff Spouse or Graduate Aide Fee Remission (New Form Required Each Semester)

Please Print Clearly

Date: _____

Section A - General Information (This section must be completed by all applicants)

Type of fee remission requested (**Check One**): Staff Child Spouse Grad Aide, Assist, or Admin Prof Retiree

For: (Please check semester) Fall Spring Summer Year _____

Employee Name: _____

Employee PUID: _____

Employee Department: _____

FTE%: _____

Staff Position Code: _____

Date of Continuous University Employment: _____

Section B - Application for Staff Child Remit

I certify that the Staff Child is my dependent, based upon the definitions provided on the reverse of this document, (under the Staff Child Remit provisions).

I meet all requirements for receiving the fee remit, however, my child is no longer a dependent and I am aware of the tax implications this entails as noted on the last page of this form (Tax Remission Information).

Name of Staff Child (**in full**):

_____ First Name _____ Middle Name _____ Last Name _____

Staff Child's PUID: _____ Date of Birth: _____

Has the **Staff Child** earned a baccalaureate or professional degree from Purdue or any institution prior to this application? Yes No

Is the **Staff Child** less than 26 years old? Yes No

Will **Staff Child** be working toward an undergraduate degree at Purdue University? Yes No

School or Curriculum in which **Staff Child** will be registered: _____

Is this applicant your (**check one**) Child Step Child Ward

Has **Staff Child** been registered as a Purdue student prior to this application for **Staff Child** fee remission? Yes No

If Yes, state number of additional semesters needed for graduation: _____

If No, when will remission first be used: (Semester/Year)

Section C - Application for Staff Spouse Remit

Please check one: Regular Staff Other Staff Spouse's ID (Required):

Name of Staff Spouse:

_____ First Name _____ Middle Initial _____ Last Name _____ Date of Marriage _____

Section D - This section must be completed by both the employee and the employing department.

By signing this form the employee is certifying the relationship between the applicant and employee. The employing department is certifying the date of continuing employment. **The staff member is to contact the Bursar's Office in the event of a change in family status or termination.**

I certify that the employee listed above has been employed since: _____

Required Signature of Employee Date Required Signature of Head of School, Division, or Department Date

Human Resources Use Only:

- Employee is a regular, benefited employee; retiree; on permanent disability; graduate aide, graduate assistant or graduate administrative professional; adjunct instructor or affiliate staff; of the department listed above and is eligible for Fee Remission benefits.
- If the fee remission request is for a spouse, employee has been continuously employed half time or greater for at least two years and is eligible for Fee Remission benefits.

Verified: _____
Human Resources Date

General Information

Please refer to Tuition for Employees and Dependents Registered as Students (II.D.3)

General Provisions

- ◆ Remissions for children or spouse must be on file with Staff Benefits.
- ◆ Remissions will not cover workshop fees, special fees, laboratory fees, industrial practice fees, or differential fees approved for a course or program of study.
- ◆ If a staff member's appointment terminates within six weeks after the start of the semester or prior to July 1 during the summer period and course work is continued, full student fees must be paid for the semester or summer period.
- ◆ If a staff member is an official retiree of the University the completed application (Form 15) should be sent to Human Resources Services/Staff Benefits in Kettler Hall for verification prior to delivery to the Bursar's Office.
- ◆ The Staff, Staff Child, or Staff Spouse is subject to classification as a resident or non-resident in accordance with the policy on Residence Classification of Students for Tuition Purposes

Staff Remit

- ◆ Part-time Lecturers and Visiting Scholars are not eligible for the staff fee remission.
- ◆ Remission applies to undergraduate and graduate courses.
- ◆ Will remit fees up to 7 credit hours during fall/spring semester - 4 in summer. Regular fees will be assessed on each hour over the limit.

Staff Child Remit

- ◆ Parent or, guardian must be employed in a regular half-time or more benefited position.
- ◆ Graduate Staff, Part-time Lecturers and Visiting Scholars are not eligible for the staff child fee remission.
- ◆ Student must be a full or part-time degree seeking undergraduate student.
- ◆ Student must not have earned a baccalaureate or professional degree from any institution.
- ◆ Student must be seeking a degree offered by the West Lafayette, Fort Wayne, or Northwest Campuses.
- ◆ Student must be under 26 years of age to initially obtain the remission.
- ◆ Students who are enrolled and turn 26 years of age will be eligible for the fee remission as long as they are continuously registered.

Staff Spouse Remit

- ◆ Employee must be employed on a continuous basis for at least two years before the spouse is eligible for the remission.
- ◆ Part-time Lecturers and Visiting Scholars are not eligible for the staff spouse fee remission.
- ◆ Remission applies to undergraduate and graduate courses.
- ◆ Will remit fees up to 7 credit hours during fall/spring semester - 4 in summer. Regular fees will be assessed on each hour over the limit.

Note:

Please make sure to obtain both the employee's signature and the departmental signature on this application as the fee remission will not be entered without proper certification. Return the completed application form to the Bursar's Office in Kettler Hall.

Taxable Remission Information:

Under current Federal laws all or some portion of tuition remission benefits may be subject to income or FICA taxes. It is the policy of Purdue University to comply with Federal and State laws requiring the reporting of such income and withholding of such taxes. The University’s Human Resources Service Center will deduct the required tax withholdings from the employee’s regular paycheck during the semester period. An appropriate information return may be issued to an official retiree or to the Qualifying Surviving Spouse/ Dependent of a deceased employee.

Applicant*	Enrollment	Tax Implications
Regular Employee applying for <i>Staff</i> Remission	Undergraduate	Remission benefits are not taxable
	Graduate or Professional	Tax Benefits are taxable per IRS regulations after the first \$5,250
Graduate Teaching or Research Assistant applying for <i>Staff</i> Remission	Graduate or Professional	Remission benefits are not taxable
Dependent Child applying for <i>Staff Child</i> Remission	Undergraduate	Remission benefits are not taxable
Non-Dependent Child applying for <i>Staff Child</i> Remission	Undergraduate or Professional	All remission benefits are taxable
Spouse applying for <i>Staff Spouse</i> Remission or Qualifying Surviving Spouse Remission	Undergraduate	Remission benefits are not taxable
	Graduate or Professional	All remission benefits are taxable
Surviving Child, Dependent of Staff/Official Retiree in Year of Death, or both Parents deceased and under Age 25	Undergraduate	Remission benefits are not taxable
Surviving Child, unless Dependent of Staff/ Official Retiree in Year of Death, or both Parents deceased and under age 25	Undergraduate or Professional	All remission benefits are taxable

* For purposes above, any reference to Staff shall include an individual whose University status is “official retiree”.