

# North Park University Dependent Tuition Remission

**NOTE: Dependent remission forms must be filled out for each dependent enrolled.**

**Employee Information**

\_\_\_\_\_  
Name (please write legibly)

\_\_\_\_\_  
Employee ID Number

**Dependent Information**

\_\_\_\_\_  
Name (please write legibly)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Relationship to Employee (Spouse or Dependent)

\_\_\_\_\_  
Birth date (only needed for dependents)

**Program Information** Graduate and SAL tuition remission does not apply to spouses and dependents, except limited benefits for Seminary courses under specific criteria. \*Courses are limited to one per term for non-degree seeking students only (Please consult the staff or faculty handbook)

Please check the school(s) to which the student has applied and will register for classes:

\_\_\_ Seminary\* (see note above for restrictions)

\_\_\_ Undergraduate

Name of program, certificate, or student-at-large: \_\_\_\_\_

**General Program Information (Please initial next to each statement to acknowledge that you agree with the terms):**

- I understand that if my tuition benefit does not cover the full course of my dependent's tuition, we will be responsible for the remaining portion. \_\_\_\_\_
- I understand that my dependent or I will be responsible for all non-tuition charges that he/she may incur, such as Room and Board, Text and Material Fees, Parking Stickers, etc... Upon receipt of the bill, payment arrangements must be made with Student Administrative Services. I understand that I can use payroll deduction for this if I choose. \_\_\_\_\_
- If the student is a dependent, I certify that I claiming him/her as a dependent on my federal tax return for this tax year. \_\_\_\_\_
- I understand that some government aid may cover some of my charges, and in order to qualify, I must fill out a FAFSA. If I do not fill out the FAFSA, I will not be eligible for tuition remission. \_\_\_\_\_
- My dependent will have his/her own student record. I will not be able to speak to anyone about his/her account unless there is a FERPA form on file for the student. \_\_\_\_\_
- **Complete tuition benefits are outlined in the employee handbook. I understand it is my responsibility as an employee to read and understand those.** \_\_\_\_\_

\_\_\_\_\_  
*Employee signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Return completed form to Human Resources, Box 1.  
All questions regarding tuition remission should be directed to the Human Resources Office.**

<b>For office use only</b>	
Employee Status FT ___ PT ___	Restriction end date _____
Years of Service _____	Completed by _____
PERC Restriction _____	Date Received _____