

## Application Instructions

### Dependent Child Tuition at Other Institutions

The tuition remission policy can be found on the Brandeis University Human Resources webpage <http://www.brandeis.edu/humanresources/benefits/tuition/index.html>.

This benefit may be revised or amended by the University at any time without notice.

#### **Parent instructions:**

1. Complete and sign the Tuition Remission Application for **Dependent Children Attending Other Institutions**.
  - a. All employees are required to provide proof of dependency by submitting a photocopy of the **top portion** (please do not send financial portion) of your latest IRS Tax Return listing the child as a dependent before the tuition remission benefit will be approved. Returns should be faxed to 781-736-4466 or submitted to the Benefits section of Human Resources, MS 118. **(Do not email for your security)**
2. Forward or have your child deliver the **Verification of Tuition and Student Status** form and instructions to the appropriate department for completion at your child's college or university.
  - a. **Please direct the college or university to return the completed form to Brandeis University, Benefits section, MS 118, 415 South St. Waltham MA 02453** or if your child returns the completed form to you; you may submit it along with your application.
3. The **Application** and **IRS** forms must be completed and forwarded to the Benefits section a minimum of two months prior to the semester for which the tuition remission is desired. The **Tuition Verification and Student Status** form must be submitted at least one month prior to 1<sup>st</sup> payment due date.
4. Once all documents have been received Benefits will determine eligibility, calculate the tuition grant payable, and request that the payment be processed. The grant will be paid in US dollars only. Accounts Payable will process the payment request. Confirmation of payment will be sent to the e-mail address provided on your application.
  - a. Payments for the fall semester are paid after the start of our fiscal year, July 1.
  - b. Payments for spring semester due within the first 10 days of the calendar year, the payment will be paid in the previous year.
5. You only need to contact the Benefits section if you are having the school send the **Verification form** to us and you do not receive a confirmation of payment email within 2 weeks of payment due date. Please contact the child's school to verify the date the application was mailed to the Brandeis Benefits section.

#### **Institution Instructions:**

1. Please complete the information requested on the enclosed Brandeis University **Verification of Tuition and Student Status** form at least one month prior to 1<sup>st</sup> payment due date.  
**Please return the completed form to:**

**Brandeis University  
Human Resources, MS 118  
415 South Street Waltham, MA 02453-9110  
or Fax (781) 736-4466**

2. The Brandeis University Tuition Grant is applicable to **tuition expenses only** for full-time undergraduate degrees. Please exclude any fees or other charges from reported tuition amounts. Please also include actual amounts; Brandeis is unable to authorize a payment based on estimated amounts.

**Brandeis University Child Tuition Remission Application**  
Dependent Children Attending Other Institutions – Faculty/SMG  
2022/2023

**Please read the accompanying instructions for completing this form for the 2022/2023 academic year.**  
Completed applications must be received by Brandeis Benefits minimum of two months prior to the semester for which the tuition remission is desired.

**NO EARLIER VERSIONS OF THE APPLICATION WILL BE ACCEPTED**

<http://www.brandeis.edu/humanresources/benefits/tuition/index.html>

**To Be Completed by Employee/Parent**

**Benefit Overview & Eligibility**

Tuition remission benefits are provided for dependent children of eligible employees. The benefit provides assistance for eight (8) academic semesters (they need not be consecutive) in an undergraduate program only. It does not apply to graduate study. If you were hired and/or eligible for this benefit after January 1, 1985\*, a tuition remission benefit of \$3,500 per academic year or 75% of the chosen college's tuition cost, whichever is less, is applicable. **This program may be revised or amended by the University at any time without notice.**

**Eligibility**

- 1) One of the parents is:
  - a. A full-time professor, associate professor, assistant professor, research professor, associate research professor, assistant research professor, professor of the practice, distinguished scientist, associate professor of the practice, senior scientist or senior fellow at Brandeis University;
  - b. "A full-time instructor, senior lecturer, lecturer, and all faculty who hold 'in-residence' status, except those who have an affiliation only with a Center or Institute, who has completed three years of full-time service";
  - c. A full-time member of the senior management staff.
- 2) The student is a natural born, adopted, foster child or stepchild. A foster child must have resided in the employee's home for five years prior to enrollment and the employee must have supported the foster child. **Proof of dependency under IRS regulations is required.**
- 3) The student meets all requirements and is accepted by the Admissions Committee as a full-time matriculated student in the undergraduate program.

\*If you were hired and eligible for this benefit prior to December 31, 1984, please contact Human Resources 781-736-4451 for additional information.

**All employees are required to provide proof of dependency by submitting a photocopy of the top portion (please do not send financial portion) of your latest IRS tax return listing the child as a dependent**

**Employee Information**

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
Employee Title: \_\_\_\_\_ Employee Status:  a) Full-Time Professors, Scientists  
Department \_\_\_\_\_ (see eligibility above)  b) Instructors, Lecturers,  
Email: \_\_\_\_\_ In- Residence faculty  c) Senior Management

**Student Information**

Student Name: \_\_\_\_\_ Class of: 20 \_\_\_\_\_  
Student  ID# or  SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name of School: \_\_\_\_\_  
Is he/she receiving other scholarship aid?  Yes  No  
(Amount of tuition remission may be reduced by other scholarships.)

Currently, this benefit is not considered taxable income for most eligible participants. If your child does **not** qualify as a dependent in accordance with the IRS dependent eligibility rules, then the benefit will not be granted. If you received tuition in excess of the policy then the benefit will be considered taxable income to you.

**Employee Signature**

I have read and understand the provisions of the Tuition Remission Program as described on the Human Resources website <http://www.brandeis.edu/humanresources/benefits/tuition/index.html>. I agree to notify the Benefits section if my child should **withdraw** from his/her college at any time. I certify that the information on this application is correct and complete.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

**Verification of Tuition and Student Status**  
 Brandeis University Dependent Children Attending Other Institutions

**Parent Name:** \_\_\_\_\_

**To Be Completed By School**

Student Name: \_\_\_\_\_

Student is eligible to receive scholarship grant for children of Brandeis University faculty and senior managers.

Student ID#: \_\_\_\_\_

Scholarships only apply to students in full-time undergrad degree programs for up to 4 academic years.

Expected Graduation Date: \_\_\_\_\_

Student enrolled or been accepted for admission as a **full-time undergraduate** for the AY **2022/2023**?  Yes  No

Is student a candidate for  Associate  Bachelor's degree?

	<b>Tuition Charge</b>	<b>Due Date</b>	
<b>Fall 2022</b>	\$ _____	_____	Please list any other scholarships, grants, or other forms of assistance being received that is designated for <u>Tuition only</u> (excludes loans, work study, and payments by the student or their parent).
<b>Spring 2023</b>	\$ _____	_____	
<b>Third Payment</b> <i>[if following a trimester (fall, winter, and spring) payment schedule]</i>	\$ _____	_____	
			\$ _____ Total 2022/2023

Payments will be made to the institution on dates requested. If student fails to matriculate or leaves the institution before the end of the academic year, Brandeis University will be refunded in accordance with regulations governing the institutions adjustment of student accounts.

**Form Completed by:** *(please fill in your information here)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
College

\_\_\_\_\_  
Phone

**Check Payments should be mailed to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you prefer electronic payment to your school or student's account please attach all pertinent information including:**

- **Instructions regarding how to make payment**
- **Banking information**
- **Student account info**

**College or University should return completed form to:**

Office of Human Resources, MS 118  
 Brandeis University  
 415 South Street  
 Waltham, MA 02453-9110  
 or Fax (781) 736-4466

Please return completed form to Brandeis University minimum 1 month before 1<sup>st</sup> payment due date.

**Brandeis University Approval for Payment (Brandeis University Use Only)**

R  B  S EE Years of Service: \_\_\_\_\_ Total Amount Approved: \$ \_\_\_\_\_

Fall 2022 Payment: \$ \_\_\_\_\_ Spring 2023 Payment: \$ \_\_\_\_\_ Trimester Payment: \$ \_\_\_\_\_

\_\_\_\_\_  
Benefits Approval: \_\_\_\_\_ (Date)