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## 2023/2024 Tuition Remission Application Instructions

### Attending Brandeis - for Faculty and SMG Dependent's Child

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 Brandeis University-Faculty/SMG**.
  - 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, mailed or dropped off to the Benefits section of Human Resources, Bernstein-Marcus, MS 118. **(Do not email for your security)**
2. **Applications** must be completed and forwarded to the Benefits section, MS 118 a minimum of two months prior to the semester for which the tuition remission is desired.
  - a. Once both form and documentation have been received Benefits will determine eligibility, calculate the tuition grant payable and notify Student Financial Services to apply tuition remission to the account.
3. The Brandeis University Tuition Grant is applicable to **tuition expenses only** for full-time undergraduate degrees.

**Brandeis University Dependent Tuition Remission Application**  
**Dependent Children Attending Brandeis Full-Time – Faculty/SMG**  
**2023/2024**

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>

**Benefit Overview-** The amount of the benefit is equal to 75% of the Brandeis tuition charge. This benefit is applicable to tuition only and does not include room and board or any other expenses. The benefit is limited to four (4) undergraduate academic years, or eight (8) undergraduate semesters, which need not be consecutive. Other types of tuition remission, including scholarships received by the student, may reduce this benefit by that portion of the other benefit that is over 25% of the Brandeis University tuition. This benefit does not apply to graduate study.

**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.
  - d. Deceased or retired by Brandeis University and the date of death or retirement was July 1969 or later and on the date of death or retirement, such parent was a full-time professor, associate professor, or assistant professor of the University and had been in its employment for a period of five years or more. This provision is limited to tuition remission at Brandeis University only and does not apply to tuition remission at other colleges or universities.
- 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.

**Employee Information**

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
Employee Title: \_\_\_\_\_ Employee Status:  a) Full-time Professors, Scientists  
Department \_\_\_\_\_  b) Full-Time Instructor, Lecturers,  
In-Residence faculty members  
Email: \_\_\_\_\_  c) Full-time Senior Management

**Student Information**

Student Name: \_\_\_\_\_ Class of: 20\_\_\_\_\_  
Student  ID# or  SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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 declare that, in accordance with the Brandeis University Tuition Remission Policy, the student is my unmarried dependent child under current IRS tax code regulation. 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)

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

a  b  c  EE Years of Service: \_\_\_\_\_ Total Amount Approved: \$ \_\_\_\_\_

Fall 2023 : \$ \_\_\_\_\_ Spring 2024 Payment: \$ \_\_\_\_\_

Benefits Approval: \_\_\_\_\_

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