



**RHODES STATE COLLEGE
Tuition Waiver Benefit Form**

See Tuition Waiver Benefit Policy 2.07 for eligibility, work commitments and other information.

Tuition Waiver must be completed and submitted to HR prior to first day of each semester for which the benefit is being requested. Information on registration and tuition / fee payment due dates are available in the Financial Aid Office.

A separate form must be submitted for each spouse / dependent / domestic partner for each semester of enrollment.

Faulty/Staff Information:

Full Name Faculty/Staff:

RSC ID Number:

Department:

Tuition Wavier Benefit for:

Dependent/Spouse/Domestic Partners Full Name:

Student ID Number:

Relationship to Employee:

Semester Attending:

Academic Year:

Signature, Faculty/Staff

Date

Signature, Human Resources

Date

Signature, Financial Aid

Date

Attach the following as proof of dependency:

For Spouse: Marriage License or Tax Return showing Joint Filing (redact confidential information)

For Domestic Partner: Affidavit of Domestic Partner on file with Human Resources

For Dependents: Tax Return Claiming Dependent, Proof of Guardianship or Coverage on Medical Insurance

Step 1: Complete form and submit to HR along with proof of dependency

Step 2: HR to review, approve eligible dependents and send to Financial Aid

Step 3: Financial Aid to determine financial aid eligibility, process the tuition waiver amount, and apply to the student's account. Student can review account information on their STARS account.

Financial Aid Office to complete:

Tuition Waiver amount awarded:

Student Type:

Attempted hours:

School Attending:

GPA: