PFW Bursar's Office Form 15 Revised: 07/09/2020

Human Resources

# 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 comp	leted by all applicants)	
Type of fee remission requested (Check One	e): ☐Staff ☐ Child ☐ S	pouse Grad Aide, Assist, o	r Admin Prof  Retiree
For: (Please check semester)	Fall Spring Sum	mer Year	<u> </u>
Employee Name:		Employee PUID:	
Employee Department:		ETE%.	
Staff Position Code:		Date of Continuous	
Section B - Application for Staff Child	Remit	University Employment:	
I certify that the Staff Child is my dependent Child Remit provisions).	ent, based upon the definition	s provided on the reverse of this o	document, (under the Staff
I meet all requirements for receiving the for this entails as noted on the last page of the			aware of the tax implications
Name of Staff Child (in full):			
First Name	Middle Nan	ne	Last Name
Staff Child's PUID:		Date of Birth:	
Has the <b>Staff Child</b> earned a baccalaureate of this application?	or professional degree from F	Purdue or any institution prior to	Yes No
Is the <b>Staff Child</b> less than 26 years old?	Yes No		
	Il be registered: hild Step Child	Ward	
Has <b>Staff Child</b> been registered as a Purdue remission?  If Yes, state number of additional seme			∐ Yes ∐ No
If No, when will remission first be used:	: (Semester/Year)		
Section C - Application for Staff Spou	se Remit		
Please check one: Regular Staff Name of Staff Spouse:	Other Staff Spouse's	ID (Required):	
First Name Middle Initial	Last Name	<u> </u>	Date of Marriage
Section D - This section must be con	npleted by both the en	nplovee and the employing	d department.
By signing this form the employee is certifying certifying the date of continuing employment. <b>Th status or termination.</b>			
I certify that the employee listed above has be	een employed since:		
Required Signature of Employee	Date	Required Signature of Head of School, Division, or Dep	Date
Human Resources Use Only:			
Employee is a regular, benefited employee; r professional; adjunct instructor or affiliate stated of the fee remission request is for a spouse, e eligible for Fee Remission benefits.	ff; of the department listed ab	oove and is eligible for Fee Remiss	sion benefits.
Verified:			

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 Staff 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 Staff Child Remission	Undergraduate	Remission benefits are not taxable
Non-Dependent Child applying for Staff Child 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

<sup>\*</sup> For purposes above, any reference to Staff shall include an individual whose University status is "official retiree".