



Application for Tuition Benefits Dependent Children of Employee

- First Time Applicant for Tuition Benefits
 Renewal Application

Please complete this form in its entirety each year of your child's attendance and return to the Human Resources (HR) office by **December 1 for first year admissions, and February 1 for renewals**. These deadlines are intended to give your child the best chance of receiving an award. Approval of this form by HR indicates an approval of eligibility, but does not guarantee a tuition remission award. In order to receive an award, in addition to meeting eligibility criteria, the child must be admitted for enrollment in the school of choice. In addition, some exchange programs provide limited numbers of awards such that admission is not necessarily a guarantee of an award.

ELIGIBILITY REQUIREMENTS: Full-time full-benefit eligible faculty and staff who have completed five years of full-time service by the end of September of the academic year for which the application is being made are eligible. All current and prior full-time service at Willamette and other institutions of higher education will be counted toward the service requirement. Documented part-time service will be prorated. Eligible dependent children include biological, adopted, and dependent foster children of employees, as well as stepchildren. The child must be a legal tax dependent claimed on the employee's income tax filings during the years in which the child receives tuition benefits. This is important to ensure that benefits are not imputed as income for tax purposes. A maximum of eight (8) semesters of undergraduate tuition remission or exchange will be granted. Children will no longer be considered dependents for the purpose of this benefit starting in the calendar year in which the child turns 25 years of age.

Employee Information				
Employee Name:				
Street Address:				
City:		State		Zip
Work E-mail Address:				
Employee ID#:		Work Phone:	()	
Prior Higher Education Credit (Skip if Not Applicable): Have you worked less than 5 years for Willamette University (by the September of the academic year for which the application is applies)? If so, do you have other prior years of experience in Higher Education that we can give your credit?				<input type="checkbox"/> N/A <input type="checkbox"/> Yes (attach a summary) <input type="checkbox"/> No

Student Information				
Student's Name:				
Birth Date:		SSN:		
Student Email:				
High School Graduation Month/Year:		Tax Dependent?	<input type="checkbox"/> Yes (attach a copy of most recent 1040) <input type="checkbox"/> No	
Class Standing for Next Academic Year: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior				

Willamette University	
<i>Students must meet Willamette's entrance requirements and be admitted through normal admission processes. If admitted, full tuition will be paid. Student responsible for fees and room and board costs.</i>	
Does your student plan to attend Willamette University next year?	Yes No

"The Tuition Exchange" (TE)

This national program provides access to exchange scholarships at over 600 schools throughout the United States. Admission does not guarantee a tuition remission award will be granted. Each school allocates a limited number of TE scholarships and awards are competitive. Please visit www.tuitionexchange.org for more information and for a list of participating schools.

Please be advised your dependent will need to visit the [Tuition Exchange Website](#) to create a Student Account and submit the TE EZ-Application. Please have your employee information readily available as the application will require this information for eligibility purposes. You can view or download a detailed reference guide for the TE EZ-Application [here](#).

Date TE EZ-Application was submitted: _____

After submitting your TE EZ- Application you MUST return this form along with your most recent 1040 tax return to Human Resources or your TE EZ-Application cannot be approved.

Great Lakes Colleges Association (GLCA) Tuition Program

This program provides access to tuition benefits at private colleges/universities in the mid-west listed below. Unlike the Tuition Exchange, there are no limits to the number of awards granted by and to any one institution. Students who are admitted will receive the tuition benefit. Full tuition is waived. Students must pay a participation fee that is 15% of the mean tuition rate of participating schools, as well as room and board and other usual fees charged by the admitting institution. More details can be found at www.glca.org. Does your student plan to attend any of the following schools next year?

<input type="checkbox"/> Albion College	<input type="checkbox"/> Kalamazoo College
<input type="checkbox"/> Allegheny College	<input type="checkbox"/> Kenyon College
<input type="checkbox"/> Antioch College	<input type="checkbox"/> Lake Forest College
<input type="checkbox"/> Beloit College	<input type="checkbox"/> Oberlin College
<input type="checkbox"/> Denison College	<input type="checkbox"/> Ohio Wesleyan University
<input type="checkbox"/> DePauw University	<input type="checkbox"/> Wabash College
<input type="checkbox"/> Earlham College	<input type="checkbox"/> Washington & Lee College
<input type="checkbox"/> Grinnell College	<input type="checkbox"/> Wittenberg University
<input type="checkbox"/> Hope College	<input type="checkbox"/> The College of Wooster

Please select each school that your dependent will apply to. When submitting this form, you MUST include your most recent 1040 tax return. Once your dependent has committed to their GLCA school of choice, you MUST send the [GLCA TRE Application](#) to Human Resources or the tuition benefit cannot be submitted for approval.

I certify that the information provided is accurate. I have read the tuition remission policy and eligibility rules. I certify that the dependent for which this application is being submitted will be a tax dependent in the year(s) of enrollment. I will notify human resources of the school my child will ultimately attend, or any changes in enrollment status (i.e. Leave of absence, changing schools, withdrawn, etc.).

I have attached a copy of the first page of my most recent Federal Tax Return to verify my student's dependent status.

Employee Signature/Date: _____

Eligibility Approved Signature/Date (HR Only): _____