

SPOUSE/DOMESTIC PARTNER/DEPENDENT CHILD TUITION REMISSION APPLICATION

For additional information about tuition remission refer to the website at www.uc.edu/hr. Tuition remission University Rules can be found at <http://www.uc.edu/trustees/rules.html>

This form along with necessary documentation should be submitted prior to the first day of a term classes will be taken. Incomplete applications or applications without proper documentation may result in a processing delay. Tuition remission will not automatically apply when registering for classes on or after the first day of the term. Student Health Insurance will automatically apply unless the student waives this coverage. Please be sure to keep a copy of this form and any attachments for your records.

Federal records privacy law entitled "The Family Educational Rights and Privacy Act of 1974" (FERPA) prevents any UC office from releasing information to you regarding your spouse or domestic partner, or dependent's education or billing records. In accordance with FERPA, the spouse, domestic partner, or dependent MUST provide written and signed consent authorizing UC to release this information specifically to you by name.

Submit this form and all the other required documentation if needed to tuitionremission@uc.edu or fax to 513-556-9652.

Section A – Employee/Affiliate/Retiree Information			
Print Name:	UC ID (M#):		
Email address:	Daytime Phone No.		
Academic Term:			
Section B – Spouse/Domestic Partner/Dependent Information and Certification (Please print and list only those who will attend classes).			
<p>Along with this application, please provide the following proof of dependency for your child(ren): your most recent federal tax return of showing a child listed as a dependent. If this is your FIRST use of Tuition Remission for the child/ren listed, please include a copy of the child's birth certificate. If your child is no longer your tax dependent complete the Tuition Remission Application TR 2A along with the affidavit which can be found at www.uc.edu/hr.</p> <p>I have read and understand the university rules regarding tuition remission and the program guidelines found on the links above. I acknowledge the requirements to maintain Satisfactory Academic Progress. (Digital signature is acceptable.)</p>			
Name	DOB	M#	Dependent Signature
Name	DOB	M#	Dependent Signature
Name	DOB	M#	Dependent Signature
Name	DOB	M#	Dependent Signature
Section C – Employee Certification			
<p>I certify that the above information and accompanying documents are true, correct, and complete. I have read and understand the university rules regarding tuition remission and the program guidelines found on the links above. I agree to provide additional verification documents upon request. Should the eligibility status of my spouse, domestic partner or dependent child change, I agree to immediately notify Human Resources. I understand and agree that I will be personally responsible for reimbursing the university for the amount of tuition which was remitted if the student is or becomes ineligible for tuition remission according to the university rule. I am aware that there are certain circumstances when tuition remission is taxable.</p>			
Employee Signature (Digital signature is acceptable.)			Date
Section D – Human Resources Use Only			
<input type="checkbox"/> Approve <input type="checkbox"/> Deny		Term: <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> U	
By: _____		TR End Date: _____	
		Date: _____	