

**UNIVERSITY OF THE INCARNATE WORD
TUITION WAIVER APPLICATION**

Individual for whom waiver is being requested

Name PIDM

Relationship to Sponsoring Employee

Self Spouse Child CCVI

Date of Birth (for dependent child)

Note: Children age 25 or older before/on the first class day of a semester/session/term are not eligible for this benefit.

Marital Status (for dependent child) Married Unmarried

Note: If you are claiming tuition waiver for a child who is under the age of 25, that child must also be unmarried.

If claiming tuition waiver for a child, was this child claimed as a legal exemption on your most recent federal income tax return?

Yes No

Sponsoring Employee

Name PIDM

Sponsoring Employee Status/Location

Staff (UIW-SACHS-IWHS)
 Administrator (UIW-SACHS-IWHS)
 Faculty (UIW-SACHS-IWHS)
 CCVI
 St. Anthony Elementary St. Peters Elementary

The Tuition Waiver Application must be completed and submitted to the Human Resources Office *for each semester, session, and/or term* before tuition remission will be granted. Submission should occur no later than fourteen calendar days after the last day to add a course for the term. Failure to complete and submit the Application in a timely manner will result in denial of the waiver request.

Year, Location, Term, and Course Level for which requesting waiver

Year <input type="text"/>	<input type="checkbox"/> Main Campus	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Undergraduate
	<input type="checkbox"/> ADCaP	<input type="checkbox"/> Fall I	<input type="checkbox"/> Spring I	<input type="checkbox"/> Summer I	<input type="checkbox"/> Graduate
	<input type="checkbox"/> Virtual University*	<input type="checkbox"/> Fall II	<input type="checkbox"/> Spring II	<input type="checkbox"/> Summer II	<input type="checkbox"/> Certification Requirements

**VU classes are covered by the waiver for the per credit hour charge less the direct cost of instruction.*

List all course to be taken under Tuition Waiver (if additional space is needed please use a second form)

Course Title <input type="text"/>	Num/Sec <input type="text"/>	Credit Hours <input type="text"/>	Day/Time <input type="text"/>
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All Students Requesting Tuition Waiver Must First Apply for Financial Assistance. FASFSa Completed? Yes No

Graduate tuition waivers which exceed \$5,250 per calendar year are subject to federal income tax withholding. Taxable fringe benefits are defined in IRS Publication 15B and the Internal Revenue Code §127. Therefore, your graduate tuition waivers in excess of \$5,250 will be added as taxable compensation for your last December paycheck, and federal income tax withholding will be deducted according to your withholding election on your latest Form W-4. As a result, this amount will be included in the taxable income reported on your Form W-2.

I verify that all information on this application for waiver of tuition is accurate and correct.

Individual Requesting Waiver Date

Sponsoring Employee Date

Human Resources Date

Percentage of Waiver 25% 50% 75% 100%

Financial Assistance Office Date

Amount Posted