

REMISSION OF TUITION APPLICATION  
FOR DEPENDENT/SPOUSE OF FACULTY/STAFF (2019-2020)  
*UNDERGRADUATE ELIGIBILITY ONLY*

**STUDENT INFORMATION**

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Permanent Address: \_\_\_\_\_

This form covers the following semesters:

2<sup>nd</sup> Summer 2019      Fall 2019      Spring 2020      1<sup>st</sup> Summer 2020

Student Signature \_\_\_\_\_

**FACULTY-STAFF INFORMATION**

What position do you hold with HSU? \_\_\_\_\_ Payroll ID# \_\_\_\_\_

Relationship to Student? \_\_\_\_\_

If dependent, student must be listed on employee's federal tax return for the year 2018, **or** must meet the definition of a qualifying life event and be approved by Human Resources, the Vice President for Finance and Administration and the Financial Aid Office. **Attach front page of FEDERAL TAX RETURN (income information may be suppressed).**

Faculty/Staff Signature \_\_\_\_\_ Printed name \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Finance and Administration \_\_\_\_\_ Date \_\_\_\_\_

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**REMISSION OF TUITION (DEPENDENT/SPOUSE) POLICY**

**DEFINITION**

The Faculty/Staff Dependent/Spouse remission of tuition is a fringe benefit to the employees of the University and not a student scholarship. For spouses and/or dependent children the tuition is \$10.00 per credit hour. As a fringe benefit, this amount will be applied first. There is no remission of tuition for graduate courses for spouses and/or dependent children. The following guidelines apply for awarding this benefit:

- 1) Persons receiving this benefit must be a member of the immediate family and a dependent or spouse of a HSU employee. (Dependency status determined by prior year tax return **submitted with this application**).
- 2) This benefit is available only to employees who are employed at least half-time by the University. (Adjunct faculty, Board of Trustee members' dependents and other temporary employees do not qualify for this benefit).
- 3) Surviving dependents benefits effective January, 1, 1998:  
The following policy applies to full-time employees only.  
The remission of tuition applies to surviving dependents of a full-time faculty/staff member who dies after five consecutive years of employment provided that initial college enrollment of the dependent begins within 15 years and continues until the degree program is fulfilled or until age 23 is reached. A surviving spouse must enroll for classes within one year of the death of the employee and continue until the degree program is fulfilled or five years has passed, whichever occurs first. Further, if a surviving spouse should remarry before either of the aforementioned conditions occurs, the eligibility shall expire immediately or at the end of the summer if currently attending classes.
- 4) In the case of retirement of an employee, dependents will be continued on the benefit until their immediate degree program is completed.

**REQUIREMENTS**

The appropriate application forms as designated by the Financial Aid Office and the Office of the President must be submitted annually. The form will apply to the fiscal year of second summer term, fall, spring and first summer term. The forms may be secured by contacting the Financial Aid Office.

(12/13/17)

## Qualifying Life Events and Deadlines

A benefit eligible employee may make changes during the year to his/her current year fringe benefit elections, if:

1. the employee notifies Human Resources of the change requested within 30 days of the qualifying life event, and
2. the life event matches an event on the following list, and
3. the employee provides the verification documents required.

Reason For Change	Verification Documentation Required
Adoption	Copy of adoption documentation
Birth	Email Penny Kinder <a href="mailto:kinderp@hsu.edu">kinderp@hsu.edu</a> : baby's name, place of birth (city, county, state), date of birth, and baby's social security number (as soon as SSN is received)
Guardianship or Legal Custody of a child, or Court Order (requiring coverage of dependent)	Proof of guardianship, legal custody or court order Permanent guardianship needed for tuition remission benefit
Loss of Guardianship, Legal Custody, or Court Order	Proof of loss of guardianship, legal custody or court order
Death of Policyholder/Covered member	Copy of death certificate upon receipt
Divorce or Legal Separation	Copy of divorce decree or legal separation decree
Dependent ages off current insurance benefit	Applies to insurances only – coverage ends at the end of the month of dependent's 26 <sup>th</sup> birthday
Loss of Other Coverage	Proof of other coverage, including reason and date of loss of coverage
Obtains Other Coverage from Outside Source	Proof of other coverage from outside source, including effective date of other coverage
Marriage	Copy of marriage certificate
Military Leave	Copy of active duty documentation, including date active duty begins
Military Reinstatement	Copy of documentation including date active duty ends
Dependent relocates outside Arkansas	Applies to health insurance only – provide a complete out-of-area notification (BCBS form)

The ability to make the effective date of the change retroactive to the date of the qualifying life event depends on the guidelines for the specific fringe benefit affected. Based on the specific fringe benefit, authorization may be needed from the insurance provider, Human Resources, Financial Aid, and/or the Office of the President, so prompt notification is critical.

If Human Resources is not notified and provided the proper verification within 30 days of the qualifying life event, the employee must wait to change elections until the next enrollment period.