



DEPENDENT TUITION WAIVER / TUITION EXCHANGE APPLICATION

This form constitutes a request for Dependent Tuition Waiver only. It does not constitute course registration.

Check Here if WC Undergrad		Check Here if WC Grad		Check Here if Paid Grad RA/TA		Check Here if Tuition Exchange		Semester (Term/Year)	
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EMPLOYEE INFORMATION					
Employee's Last Name		First Name / Middle Initial		Washington College ID	
Job Title		Status FT/PT	Hours/Week	Hire Date	Visiting Y / N
Department		Telephone Number		Email Address	

DEPENDENT INFORMATION				
Last Name		First Name / Middle Initial	Washington College ID	Social Security Number
Address (City, State, Zip)		Telephone Number	Email Address	

ELIGIBILITY GUIDELINES
<ol style="list-style-type: none"> 1. Tuition Waiver/Exchange is available to dependents of regular Full-time and Part-time employees, after one year of service, as of Drop/Add date for the Term. 2. Dependent Tuition Waiver/Exchange is not available to temporary employees (either full-time or part-time) or visiting faculty. 3. Dependent Tuition Waiver/Exchange applies to the employee's spouse or domestic partner and dependent children (as defined below). 4. Dependent children are natural, adopted, or step-children of the employee or the employee's spouse or domestic partner or for whom the employee is legal guardian; who are less than 26 years of age; who are dependent on the employee for more than one-half of their support; and whose primary residence is with the employee and has been for the 12 months immediately preceding the academic term during which the dependent will be enrolled. 5. Eligibility for Tuition Waiver/Exchange does not guarantee admission to Washington College or any Tuition Exchange Institution. Regular admission applies. 6. Tuition Waiver covers regular tuition only. Tuition Waiver does not include registration fees, student service fees, or course fees. 7. Dependents are required to complete the College Financial Aid application process. Tuition Waiver may be reduced by any outside scholarships or aid. 8. For detailed Tuition Waiver/Exchange information and other educational assistance policies, see http://hr.washcoll.edu/benefits_tuitionprograms.php 9. Undergraduate tuition benefits are tax exempt. Graduate tuition benefits are taxable benefits to the employee (unless the student is a paid grad TA/RA).

EMPLOYEE REQUEST & CERTIFICATION			
Employee hereby requests Tuition Waiver / Tuition Exchange benefits and acknowledges that graduate tuition waiver for a dependent constitutes a taxable benefit (unless student is a paid grad TA/RA). Employee certifies his or her dependent is eligible for Tuition Waiver/Exchange as published in College policies.			
Employee's Signature	Date	Dependent's Signature	Date

HUMAN RESOURCES USE ONLY		FINANCIAL AID OFFICE / REGISTRAR'S OFFICE USE ONLY			
Regular FT or PT Emp		Elig Credit Hrs			
Prorated Benefit if Part-Time		Elig Ben Amt			
Signature	Date	Signature	Date		

**EMPLOYEE IS RESPONSIBLE FOR SUBMITTING FORM TO HUMAN RESOURCES TO CERTIFY ELIGIBILITY.
HUMAN RESOURCES WILL FAX TUITION WAIVER TO FINANCIAL AID & TUITION EXCHANGE TO REGISTRAR'S OFFICE WITHIN 24 HOURS.**