

RICE UNIVERSITY
APPLICATION FOR DEPENDENT TUITION REMISSION

This application must be completed prior to the enrollment of an eligible dependent at Rice University or another university with a reciprocal tuition remission agreement. Please read the Tuition Remission Policy 430 <http://professor.rice.edu/professor/Policies.asp> for more information about the benefit and eligibility rules. Return the completed form to the Rice Human Resources Office in person, via campus mail (MS 92), or scan and email to benefits@rice.edu.

Employee Name: _____ Circle one: Faculty Staff Retiree

Employee ID Number: _____ Date of Hire: ____/____/____
MM/DD/YY

Department: _____ Mail Stop: _____

Dependent's Name: _____ Date of Birth: ____/____/____
MM/DD/YY

Circle one: Rice University Austin College Trinity University

Relationship to Employee (circle one): Eligible dependent child Spouse Registered Domestic Partner

"Eligible Dependent Children" means those who meet each of the following four criteria:

1. Seeking their first undergraduate degree, and
2. Under age 25 at matriculation, and
3. One of the following:
 - The unmarried biological child of the Rice Employee/Retiree and for whom the Rice Employee/Retiree is the legally designated parent;
 - The unmarried stepchild of the Rice Employee/Retiree and who is the biological or adopted child of the Rice Employee/Retiree's current spouse;
 - The unmarried legally adopted child of the Rice Employee/Retiree and for whom the Rice Employee/Retiree is the legally designated parent; or
 - The unmarried biological or adopted child of the Rice Employee/Retiree's domestic partner (as currently registered under Rice procedures) and for whom the domestic partner is the legally designated parent, and
4. A dependent of the Rice Employee/Retiree at the time the benefit is awarded and for any previous three years during the child's life. A child is considered a dependent when at least one of the following statements is true:
 - The child is claimed as the Rice Employee/Retiree's dependent at least every other year on his/her federal income tax returns, or
 - The Rice Employee/Retiree's household provides more than 50% of the child's financial support, or
 - The child lives primarily with the Rice Employee/Retiree when he/she is not away at school.

Tuition benefits paid on behalf of any eligible dependent may result in imputed income on the employee's paycheck in the amount of the tuition benefit (i.e. you will owe withholding taxes on the tuition benefit). Contact the Human Resources Office for more information.

New student Returning student Student ID Number: _____

Tuition Remission is requested beginning with the term indicated below (circle one):

Fall Semester Spring Semester 20____

I certify that the student named above is a dependent and eligible as defined by the policy. I agree to notify the Human Resources Office of any change in my or my dependent's benefits eligibility according to the Tuition Remission Policy 430.

 Employee/Retiree's Signature

 Date

 Human Resources Office

 Date