



**UNIVERSITY OF DAYTON  
OFFICE OF HUMAN RESOURCES**

**TUITION REMISSION APPLICATION  
FOR  
DEPENDENT CHILD OR SPOUSE**

Term	Academic Year

Please check one of the following:

- Undergraduate     Graduate     Law School

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Identification #

\_\_\_\_\_  
Child's or Spouse's Name

\_\_\_\_\_  
Child's or Spouse's Student ID #

\_\_\_\_\_  
Child's Date of Birth

**UNDERGRADUATE**

I wish to receive Undergraduate tuition remission for my dependent child or spouse indicated above. If the above named person is a dependent child, I certify that he or she is claimed by me for income tax purposes for this tax year.

**GRADUATE**

I wish to receive Graduate tuition remission for my dependent child or spouse as indicated above. If the above named person is a dependent child, I certify that he or she is unmarried and claimed by me for income tax purposes. I understand that all graduate tuition remission for dependents is considered to be taxable income by the Internal Revenue Service. I understand that the amount of graduate tuition remission will be added to my gross pay each applicable term, and all taxes will be withheld accordingly. Eligibility for graduate tuition remission: refer to your Employee Handbook.

- Deduct appropriate social security, state, local and federal taxes
- Deduct appropriate social security, state, local and 28% federal taxes

Shortly after the beginning of the term, you will be notified by copy of a Personnel Action Form (PAF) as to the amount on which you will be taxed and the number of pays over which the tax will be taken.

**NOTE: Only one application for tuition remission per Student per academic year is required.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**VERIFICATION OF EMPLOYMENT**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Human Resources

Account #91590

\_\_\_\_\_  
Sub Account

\_\_\_\_\_  
%