



UNIVERSITY OF DAYTON
OFFICE OF HUMAN RESOURCES

TUITION ASSISTANCE APPLICATION
FOR
DEPENDENT CHILD OR SPOUSE

Semester	Academic Year

Please check one of the following: Undergraduate Graduate Law School

Employee Name

Employee ID # (Required)

Child's or Spouse's Name

Child/Spouse Student ID # (Required)

Child's Date of Birth

UNDERGRADUATE CREDIT TOWARD AN UNDERGRADUATE DEGREE

I wish to receive Undergraduate tuition assistance 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. *I understand that tuition benefits are limited to 175 attempted credit hours.*

GRADUATE CREDIT TOWARD A GRADUATE DEGREE OR POST GRADUATE COURSES

I wish to receive Graduate tuition assistance 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 assistance for dependents is considered to be taxable income by the Internal Revenue Service. I understand that the amount of graduate tuition assistance will be added to my gross pay each applicable term, and all taxes will be withheld accordingly. *Please refer to your Benefits and Leave of Absence Handbook for eligibility for graduate tuition assistance.*

- 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 semester, 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.

Please return your completed form to Human Resources, St. Mary's Hall Room 304, zip +1649.

NOTE: An application for tuition assistance is required each year at the beginning of the academic year.

Date

Employee Signature

VERIFICATION OF EMPLOYMENT

Date

Office of Human Resources

Account #91590

Sub Account

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