

ROCHESTER INSTITUTE OF TECHNOLOGY

Application for Tuition Scholarship

Submit this completed form to Human Resources (HR) with a ***copy of the detailed tuition bill*** by **June 1st** of each academic year for the current academic year. Applications received after this deadline **will not** be processed.

Reimbursements will be made through the Payroll system and will be included in your paycheck as follows:

- If the child **is** reported on your **or** your ex-spouse's tax return (the child's other parent), the payment will be **non-taxable** and **will not be part** of your taxable earnings.
- If the child **is not** reported on your **or** your ex-spouse's tax return (the child's other parent), the payment will be **taxable**, subject to tax withholding, and **will be part** of your taxable earnings reported on Form W-2.

Employee Name: _____ Employee No.: _____

Department: _____ Date of Hire: _____

Pay Frequency: Bi-Weekly Semi-Monthly Daytime Phone#: _____

Academic Year: _____ Semester: 1st 2nd

CHILD'S INFORMATION

Child's Name: _____ Date of Birth: _____

Relationship to Employee:

- Daughter Step-daughter Domestic Partner's daughter
 Son Step-son Domestic Partner's son

Child's tax status (Note: ex-spouse is the child's other parent):

- this child **was reported** as a dependent on **my or my ex-spouse's** most recent federal income tax return and is expected to be reported as a dependent on the current year's return.
 this child **is not reported** as a dependent on **my or my ex-spouse's** federal income tax return

EMPLOYEE SIGNATURE

I understand and affirm that

- RIT reserves the right to change, modify, audit, discontinue or terminate benefits at any time for any reason;
- Tuition Scholarship is available for my eligible children under the terms of the Tuition Scholarship benefit plan and apply only to direct tuition charges and do not cover any other costs (e.g., course fees, room, board, or books);
- I will be reimbursed up to \$750 per semester or the net tuition bill, whichever is lower, with an annual maximum reimbursement of \$1,500; applications must be submitted by June 1 of each academic year for the current academic year ;
- If the Tuition Scholarship reimbursement is taxable, the reimbursement will be made as a payroll earnings payment, required taxes will be withheld, and the income and taxes will be reported on my Form W-2;
- Tuition Scholarship benefits cannot be combined with Tuition Exchange benefits;
- The child named above is eligible for Tuition Scholarship. I understand that if I submit this form for reimbursement for a child who is not eligible that I will be in violation of RIT Policy which may result in ineligibility for Tuition Scholarship benefits and/or discipline up to and including termination of employment;
- I have read the plan information and understand and agree to the plan provisions.

Employee Signature

Date

Human Resources Department Approval

Amount: \$750 Other \$ _____ Non-Taxable Taxable

Human Resources Department Approval

Date