

ROCHESTER INSTITUTE OF TECHNOLOGY

Tuition Waiver Form for ASC, Eng Lang Ctr, Adjuncts, and Non-Employees

Sponsor/Employee Name: _____ Sponsor/EE UID#: _____

Student Name: _____ Student UID#: _____

Quarter: _____ Undergraduate Graduate Category: Adjunct* ROTC**
 Other** _____

Daytime Phone Number: _____ OR _____

E-Mail Address: _____ **Use this form for ASC or Eng Lang Ctr Only**
 Full-Time* Ext Part-Time* Part-Time*

Relationship to Sponsor/EE: Self Spouse Domestic Partner

- 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

Student's Tuition Assistance: (check one box below for the student named above)

- applied for tuition assistance from his/her employer; or
 will apply for tuition assistance from his/her employer; or
 not eligible for tuition assistance from his/her employer; or
 not applicable, student not employed.

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;
- Waivers are available for me and eligible family members under the terms of the tuition waiver benefit plan and waivers apply only to direct tuition charges; students will be invoiced for fees, room, board, and uncovered tuition by the RIT Student Financial Services; tuition waiver benefits do not apply to anyone employed in a student position;
- Full-time matriculated students must apply for New York State's Tuition Assistance Program (TAP). Application information is available at RIT's Office of Financial Aid and Scholarships. The combined value of the tuition waiver and the TAP award will not exceed the amount of tuition;
- Tuition waivers may be combined with other RIT scholarships or grants up to the full amount of tuition each year;
- Any eligible student who is eligible for tuition assistance through his/her employer should apply for that benefit;
- ***RIT Employee:** if the waiver benefit is taxable, I will receive an invoice from RIT for the taxes and I must pay RIT in full upon receipt of the invoice; my Form W-2 will be adjusted to include additional income for the waiver and taxes paid. If I fail to remit the taxes to RIT by the due date, I authorize RIT to withhold the amount due for taxes from my pay. In addition, the student will be prevented from registering for additional classes until the tax amount due is paid in full.
- ****Non-RIT Employee:** waivers for all courses for a non-RIT employee and eligible family members are subject to tax. RIT will issue a Form 1099 for the non-RIT employee's tax reporting;
- I affirm that the family member named above is eligible for Tuition Waiver. I understand that if I submit this form for a family member who is not eligible that I will be in violation of RIT Policy which may result in ineligibility for Tuition Waiver 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

Human Resources Approval

Date

Date

Completed by Human Resources

Account Number to be Charged: 01 . _____ . _____ . _____ . 00000 . 00000

ASC _____% Day _____% Eve _____% Sub Code: _____ (for non-employees)