

ROCHESTER INSTITUTE OF TECHNOLOGY

Tuition Waiver Benefit – Family Member Information

Retirees, Surviving Family Members, and LTD Recipients

Name: _____ Employee No.: _____
 Academic Year: _____ Category: Retiree LTD Surviving Spouse Surviving Child
 Day Time Phone Number: _____ E-Mail Address: _____

SPOUSE OR DOMESTIC PARTNER

Name: _____ RIT UID#: _____
 Relationship: Spouse Domestic Partner Date of Birth: _____

CHILD (refer to HR website for details on child eligibility)

Name: _____ RIT UID#: _____
 Relationship: Daughter Step-daughter Domestic Partner's daughter
 Son Step-son Domestic Partner's son
 Ward, I have been child's legal guardian/custodian since ____/____/____

Child's tax status (Note: ex-spouse is the child's other parent; benefit is taxable if child is NOT a tax dependent):
 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

TUITION ASSISTANCE

Check one box below for each family member listed above:

Spouse/Dom. Part.	Child	
<input type="checkbox"/>	<input type="checkbox"/>	applied for tuition assistance from his/her employer; or
<input type="checkbox"/>	<input type="checkbox"/>	will apply for tuition assistance from his/her employer; or
<input type="checkbox"/>	<input type="checkbox"/>	not eligible for tuition assistance from his/her employer; or
<input type="checkbox"/>	<input type="checkbox"/>	not applicable, family member not employed.

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 Waivers are available for eligible family members under the terms of the Tuition Waiver benefit and apply only to direct tuition charges for eligible courses, as described in the Tuition Waiver benefit summary on the Human Resources website; students will be invoiced for fees, room, board, and uncovered tuition by RIT Student Financial Services (SFS);
- If a Tuition Waiver is applied in error, it will be reversed and the tuition amount will be due to RIT;
- If the Tuition Waiver benefit is taxable, RIT will issue a Form 1099 to me for tax reporting. I understand that I am responsible for paying the required taxes to the governments and that I may want to consult a tax advisor to determine if I should make estimated tax payments.
- 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;
- The Tuition Waiver is applied before any other RIT scholarships or grants; an individual who receives an RIT tuition waiver benefit is not eligible to also receive an RIT tuition discount. In no case will the combination of a Tuition Waiver and RIT scholarships or grant be greater than the full amount of tuition each year;
- Any family member who is eligible for tuition assistance through his/her employer is required to apply for that benefit; Tuition Waiver, if applicable, will be provided as a supplemental benefit; I affirm that the family member(s) named above is eligible for Tuition Waiver and that I am required to submit copies of proof of eligibility and tax status (refer to HR website for details). 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 on the HR website and understand and agree to the plan provisions.

Signature _____

Date _____