

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#: _____

Term: _____ 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 eligible family members under the terms of the Tuition Waiver Plan and apply only to direct tuition charges for eligible courses, as described in the Tuition Waiver Plan summary on the Human Resources website; students will be invoiced for fees, room, board, and uncovered tuition by the RIT Student Financial Services;
- If a Tuition Waiver is applied in error, it will be reversed and the tuition amount will be due to RIT;
- 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 scholarship 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;
- *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 tax amount due from my pay. The employee and all family members 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 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.
- 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.

Applicant Signature

Human Resources Approval

Date

Date

Completed by Human Resources

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