

ROCHESTER INSTITUTE OF TECHNOLOGY

Application for Tuition Scholarship

See reverse side for information and instructions.

Employee Name: _____ Employee No.: _____

Department: _____ Date of Hire: _____

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

Academic Year: 20__ to 20__ 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

Tuition Amount: _____ Reimbursement Requested: _____ (max of \$750)

Proof of Payment is Attached (see reverse side for details): Yes No, but will send within 45 days

- Check one: reimburse me because I paid for the course (proof attached)
 advance me the reimbursement; I will pay for the course & send proof within 45 days

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 of \$1,500; applications must be submitted by June 1 of each academic year for the current academic year;
- If I receive an advance on the reimbursement, I understand that I must provide proof of payment within 45 days of the reimbursement or I will be required to repay the reimbursed amount;
- 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;
- I affirm that the child named above is eligible for Tuition Scholarship and that I am required to submit proof of eligibility and tax status (refer to HR website for details). 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 \$ _____ Eligibility Proof Taxability Proof

Payroll: BW Semi Non-Taxable Taxable

Human Resources Benefits Assistant Review

Date

Human Resources Department Approval

Date

ROCHESTER INSTITUTE OF TECHNOLOGY

Information and Instructions for Application for Tuition Scholarship

The Tuition Scholarship benefit is available for the eligible children of regular full-time employees with at least five (5) years of full-time service prior to the semester for which reimbursement is requested. Previous extended part-time service and part-time service can be counted as a portion of a year to count toward the five (5) year full-time service requirement.

Tuition Scholarships are available for all accredited colleges and universities, including state schools and community colleges. Tuition Scholarships are available if the school is not a Tuition Exchange school or if the child is not granted a Tuition Exchange scholarship. A child cannot receive both Tuition Exchange and Tuition Scholarship.

Tuition Scholarship is for full-time undergraduate study during the regular academic year

How to be reimbursed

1. Submit this completed form to Human Resources (HR) with a **copy of the detailed tuition bill** and **proof of payment** by **June 1st** of each academic year for the current academic year. Applications received after this deadline **will not** be processed.
 - a. If you have not yet paid the bill, RIT will advance you the reimbursement and you must send the proof of payment within 45 days of being reimbursed.
 - b. If you do not provide the proof, you will need to repay the reimbursement to RIT.
2. If not already provided, you must provide
 - a. proof of your child's eligibility (copy of the birth certificate showing your name as parent)
 - b. proof that child is your tax dependent if indicated as such on the form (copy of the top portion of your most recent federal tax return showing child as your tax dependent)
3. Reimbursements will be made through the Payroll system and will be included in your paycheck as follows:
 - a. 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.
 - b. 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.
4. The reimbursement will be made as soon as practicable after receipt and approval of the form.