

LEWIS & CLARK COLLEGE
Application for Tuition Remission

ELIGIBILITY:

After one year of full-time continuous service, current full-time employees of Lewis & Clark College (9-12 month), their spouses and dependents are eligible for tuition waivers in the undergraduate, graduate and law schools. Part-time employees are eligible on a pro-rated basis under guidelines of the *Tuition Assistance Programs Policy* available on the web site http://www.lclark.edu/offices/human_resources/employee_resources/benefits/tuition/ or in Human Resources.

PLEASE NOTE: Tuition remission is a benefit of employment. If your employment terminates prior to the end of the course in which you are enrolled, the tuition bill will be recalculated and you may owe a balance. Graduate and Law School tuition waivers are 50% and are subject to federal and state income taxes as well as Social Security (January 1993). The Economic Growth and Tax Relief Reconciliation Act of 2001 extends the **income exclusion for \$5,250 a year** of employer-provided educational assistance to graduate education and makes the exclusion for employees permanent, effective with respect to courses beginning after December 31, 2001. The exclusion does not pertain to spouses or dependents.

Faculty/Staff Name _____ LC I.D. # _____

Present Position _____ Full Time Equivalency: _____

Campus Phone _____ Campus Box: _____

Date of Employment _____ Department Code: _____

Is student your dependent as defined in the *Tuition Assistance Program Policy*?

Yes _____ No _____ Spouse _____ Self _____

Student's Name _____

Date of Birth _____ LC ID # _____ Last Four SS# _____

Student will attend: Full-time _____ Part-time _____

School attending: Undergraduate _____ Graduate _____ Law _____

Will credits earned be applied to a degree? Yes _____ No _____

If so, expected date of graduation: _____

A tuition waiver form must be completed prior to each term for the academic year. Term requested by this application (**only check one box**):

☐ Summer 20____ Anticipated credit hours _____

☐ Fall 20____ Anticipated credit hours _____

☐ Spring 20____ Anticipated credit hours _____ Applying for Financial Aid? _____

Faculty/Staff Signature

Date

Return form to Office of the Provost, Campus Box 37.

Term Approved: ☐ Summer 20____ ☐ Fall 20____ ☐ Spring 20____

Tuition Programs Officer _____

Date _____