

Simmons University

TUITION REMISSION ELIGIBILITY CERTIFICATION FOR DEPENDENT CHILDREN AND SPOUSE/SPOUSAL EQUIVALENT

Employee Name

Hire Date

I certify that I have completed one year of service at Simmons University, therefore my spouse, spousal equivalent and/or dependent child is eligible for the tuition\* remission benefit.

I further certify that I claim my child on my annual IRS Form 1040.

Student Name

Birthdate

Relationship to Employee: Child Spouse Domestic Partner\*\* (Please check one)

The eligibility requirements are as follows:

For Dependent Child: (IRS Guidelines)

- The child must be under age 19, or under age 24 and a full-time student, or permanently and totally disabled; and, s/he did not provide for more than one half of her/his support; and s/he lived with you for more than one half of the year.
If the child is over 24, you are providing for more than one-half of her/his support, and s/he had gross income of less than \$3,500.

I understand that the University may periodically request verification of the eligibility of my dependent child by reviewing copies of my annual IRS Form 1040 which establishes this relationship

For Spouse/Spousal Equivalent

- The Employee can provide legal documentation of their relationship or has completed an affidavit of spousal equivalency.

I certify that the above-named student is my dependent child, spouse and/or spousal equivalent who meets the eligibility criteria as outlined above. I understand that falsely certifying as to a dependent's eligibility or failure to inform Simmons University when a dependent no longer meets the applicable eligibility requirements could result in disciplinary action, including termination.

In the event my dependent child and/or spouse or spousal equivalent may have any outstanding financial obligation, I agree, by virtue of my signature, to assume full financial responsibility. I further agree that Simmons University has the right to attach any wages owed to me should I fail to meet the financial obligation.

Employee Signature

Date

Human Resources Signature

Date

\*excludes online programs in partnership with 2U enabled courses
\*\*Benefits provided to your Domestic Partner are considered taxable by the IRS

Return completed forms to hr@simmons.edu or fax to HR at 617-521-3781