

Simmons University Dependent Tuition Eligibility Form

Please note this is an eligibility form, Not a Registration form. If you are a returning student, a new degree-seeking student or a non-degree student you must register through your respective admissions office or the Registrar's Office.

Academic Year _____ **(Choose one)** Graduate Undergraduate
Semester (Choose one) Fall Spring Summer I Summer II

Student accepted into a degree-seeking program? _____ **What program?** _____
Taking this class as a non-degree student? _____ **Have you taken a non-degree class before?** _____

Course Number(s)/ Name(s)	Section Number	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student First and Last Name _____ **Former Name, if any** _____

Simmons ID Number _____ **Student Year of Birth** _____

Student Information (Choose one) Spouse Domestic Partner Child Other _____

Employee Information

Name of Employee _____ **Department Supervisor/Manager** _____

Employee Signature _____

Supervisor/Manager Signature _____

Human Resources Signature _____

After all signatures are complete, return the entire form to Human Resources. Reminder. ALL STUDENTS MUST ADHERE TO THE RULES OF THE UNIVERSITY REGARDING ADD/DROP AND FINAL REGISTRATION DATES. You could be subject to additional charges if you withdraw from the class after the add/drop timeline or if the employee terminates employment while taking classes. Please see the tuition policy for more detail.

Please note that graduate students are responsible for paying the tax on the value of the graduate courses. The value is added to their W2, or the employee's W2 if the course pertains to a dependent. Taxes will be withheld through periodic payroll deductions. Simmons employees taking graduate courses must complete the Graduate Tax-Exempt Request form to determine if the course(s) is exempt from tax.

HR Notes: Total eligible credits for tuition remission: _____ **Cost Share:** _____

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

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.

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

****Benefits provided to your Domestic Partner are considered taxable by the IRS**

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