

Tuition Remission Request Form

Kentucky Wesleyan College

The Tuition Remission Request Form must be completed and submitted to the Director of Financial Aid on or before the deadline to request remission. The deadline for summer and fall semesters is March 31; the deadline for spring is October 31. This form must be filed for every semester that remission is requested. Multiple semesters may be included on one form. One student per form.

Before tuition remission will be applied to an employee, a spouse, or a dependent's tuition costs, the Free Application for Federal Student Aid (FAFSA) must be completed by the applicable deadline (usually March 1). The FAFSA must be re-filed each year remission is requested. The student must be admitted to Kentucky Wesleyan in order to be eligible for financial aid.

When requesting remission for dependents, a copy of the first page of the applicable year's Federal 1040 tax form must be submitted with this form to the Director of Financial Aid to demonstrate dependency status. Copies of tax forms will be maintained in a locked cabinet in the Director's office. If the tax form is not submitted, tuition remission will not be credited to the student account.

Please see the Tuition Remission policy in the Employee Handbook for requirements and details.

Employee's name: _____

Request is for: Employee Spouse Child

Employees may take up to six credit hours a semester, subject to the supervisor's prior approval (documented separately).

If applicable, spouse or child's name: _____

If applicable, spouse or child's social security number: _____

Semester(s) requesting tuition remission:

Semester _____	Year: _____	Credit hours _____	Deadlines to request remission:
Semester _____	Year: _____	Credit hours _____	10/31 for spring semester
Semester _____	Year: _____	Credit hours _____	03/31 for summer & fall semesters

Employee's signature

Date

To be completed by Human Resources:

Employee status: Full-time Part-time

If hired after 3/8/2011: Individuals with a bachelor's degree are ineligible.

Employee hire date: _____

Human Resources' signature

Date

To be completed by Financial Aid:

Federal tax form submitted: Yes No

Director of Financial Aid's signature

Date