

## Tuition Remission Application

### Dependent Family Member

#### Eligibility Requirements:

- Must be a full-time employee (.75 FTE or greater).
- Family members eligible for this benefit are the employee's spouse or children (regardless of marital status) under 24 years of age at the beginning of the semester.
- Eligible employee and their family members are responsible for all associated fees and expenses (books, materials, registration fee, course fee, activity fee, library fee, lab fee, etc.) outside of the tuition charge.
- This benefit does not include private instruction or music lessons.
- Part-time employees are not eligible for this benefit.

#### The tuition benefits are as follows for Undergrad, Online, Graduate Degree Programs:

- During the Employee's first year of employment – 25%
- During the Employee's second year of continuous employment – 50%
- During the Employee's third year of continuous employment – 75%
- During the Employee's fourth year and beyond of continuous employment – 100%

#### Doctoral:

- During the Employee's first year of employment – 25%
- After the Employee's first year of continuous employment – 50%

#### To apply, you will need to do the following:

- Email your completed application to Human Resources ([hr@northwestu.edu](mailto:hr@northwestu.edu)) BEFORE the following dates to be eligible to receive this benefit:
  - Fall term – July 1<sup>st</sup>
  - Spring term – November 1<sup>st</sup>
  - Summer term – March 1<sup>st</sup>

#### Your application will be handled as follows:

- Human Resources will contact Student Financial Services with your tuition remission request.
- Human Resources will email you a confirmation that the benefit has been approved.

All questions regarding the tuition remission policy and all concerns or appeals, etc. should be directed to Human Resources. For more detailed information, the Tuition Remission policy can be found in the Employee Manual under Section VII – Benefits, Educational Benefits.

Name \_\_\_\_\_ Employee ID# \_\_\_\_\_ Date of Hire \_\_\_\_\_

What department do you work in? \_\_\_\_\_ Position \_\_\_\_\_

Dependent's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Dependent's NU ID# \_\_\_\_\_ Dependent's Birthdate: \_\_\_\_\_

Application is for:      Fall                  Spring                  Summer

**Dependent's Program:**      *Undergrad*      *Online/NPP*      *Adult Evening*      *Graduate*      *Doctoral*

**What degree is your dependent pursuing?** \_\_\_\_\_

**Program Start Date:** \_\_\_\_\_ **Anticipated date of program completion:** \_\_\_\_\_

**Number of Credits Anticipated for Current Year:** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**Is this degree program online?**      *YES*      *NO*

**My dependent will be taking the class for:**      *CREDIT*      *AUDIT*

**I understand and agree to the following:**

1. Employees using the Dependent benefit need to annually renew using the Dependent Tuition Remission form.
2. If employees do not complete the applicable form annually, tuition remission funds will not be applied to the owing balance.
3. This benefit is contingent upon class size and availability.

**Employee (Dynamic Approval Stamp)** \_\_\_\_\_

**Human Resources:**

Date Received: \_\_\_\_\_ Hire Date: \_\_\_\_\_ FTE \_\_\_\_\_

Approved:      *YES*      *NO*

Percentage of Tuition Granted: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

\_\_\_\_\_ Notified applicant of determination.  
 (Remind employee to contact Admissions to begin the enrollment process.)

\_\_\_\_\_ Date SFS Notified      \_\_\_\_\_ Date Payroll Notified

\_\_\_\_\_ Date Accounting Notified      \_\_\_\_\_ Date ADP Updated

**HR Approval (Dynamic Approval Stamp)** \_\_\_\_\_