

GRCC Tuition Waiver Benefit Form

Submit this form **no later than 7 days prior** to the posted tuition due date. The tuition waiver form must be completed for each semester you are requesting tuition benefits. Dependent documentation is required, if not already on file. Please refer to your employee contract for details on tuition waiver benefit and age restrictions. Adjuncts, please refer to the faculty contract "tuition waiver" section for details on eligibility. Submit form to the HR/Benefits office (2nd floor, Administration Building DeVos Campus) or via email to mherrerabelmares@grcc.edu.

Employee Information

Employee Name: _____ Employee ID#: _____

Employee Group: _____

Employee Status: FT PT Are you on a leave of absence? No Yes

*If you are a GRCC employee and are married to another GRCC employee please complete the information below:

Spouse Employee Name: _____ Spouse Employee ID#: _____

Spouse Employee Group: _____ Spouse employee Status: FT PT

Student Information

Self Spouse Child

Student Name: _____ Student ID #: _____ Student DOB: _____

Dependent Children Age 24 and Over

If the student is your dependent child, you may be eligible to receive tuition waiver benefits tax-free. The questions below will help us determine if your child, age 24 or older, qualifies. You may skip this section if your child is under age 24. By marking yes and signing below I attest that the following statements are true, and I agree to notify GRCC's Human Resources Department if any answers change during the year:

- No Yes The student is my son, daughter, stepchild, foster child (legally recognized), or adopted child (legally recognized).
- No Yes The student had gross income for the year of less than a certain dollar threshold (the amount may be adjusted each year for inflation). Please contact GRCC's Human Resources Department for the current dollar threshold.
- No Yes The student receives over one half of his or her support from me.
- No Yes The student is unmarried or does not file a joint tax return with his or her spouse.

Note: If you answer any of these questions "No" or if you do not complete this section for your children age 24 and older, you will be taxed on the value of the tuition waiver (i.e., GRCC will impute taxable compensation to you equal to the amount of the tuition waiver).

Course Information (answer all questions)

Fall Winter Summer

No Yes Is this tuition waiver request for Dual Enrollment Tuition? If yes, tuition waiver amount requested \$ _____

No Yes Is this tuition waiver request for Differential Tuition? If yes, please complete information below:

Tier I: Culinary Arts Program Dental Program Tier II: Nursing Program

Program Code: _____ Course Title: _____ Begin Date: _____ Tuition Amount: \$ _____

No Yes Are courses for non-credited training certification? If yes, please complete information below:

Program Code: _____ Course Title: _____ Begin Date: _____ Tuition Amount: \$ _____

Tuition waiver benefits can be used for GRCC non-credited courses, if course leads towards National Certification, benefit is subject to the maximum dollar amount that has been equated to 12 contact hours.

Employee Signature: _____ Date: _____

HUMAN RESOURCES USE ONLY:

Approved Denied HR Signature: _____ Date: _____

HR Notes: