# GRCC
GRAND RAPIDS COMMUNITY COLLEGE

# TUITION WAIVE BENEFIT FORM

Submit form no later than 7 days prior to the Posted Tuition Due Date. Tuition waiver form must be completed for each semester you are requesting tuition benefits. Dependent documentation is required, if not already on file. Submit form via email to: mherrerabelmares@grcc.edu.  Please refer to your employee contract or handbook for details on tuition waiver benefit and age restrictions. Adjuncts, please refer to the faculty contract "Tuition Waiver" section for details on eligibility.

## Employee Information

Employee Name: _____ Employee ID: _____ Employee Group: _____E

Are you on a leave of absence? _____ Are you married to another GRCC employee? (If yes, complete information below)

Employee Name: _____Employee ID: _____ Employee Group: _____

## Student Information

Self             Spouse Name:_____             Child Name:_____             Child DOB: _____

## Dependent Children (age 24 and over)

If the student referenced above 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 as your dependent. 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, stepson, stepdaughter, 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_____

Is this tuition waiver request for Dual Enrollment Tuition? __No __Yes (If yes, please complete information)
Tuition waiver amount requested $ _____

Is this tuition waiver request for Differential Tuition? __ No __ Yes (If yes, please complete information)
___Tier I:  Culinary Arts Program  Dental Program         __Tier II:  Nursing Program
Program Code: _____ Course Title: _____ Begin Date: _____ Tuition Amount: $ _____

Are courses for non-credited training certification? __No __Yes (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. Tuition waiver benefit is subject to the maximum dollar amount that has been equated to 12 contact hours.

Signature:_____             Date:_____

☐Approved ☐ Denied

Signature:_____             Date:_____

**HR NOTES:**