SIENA HEIGHTS UNIVERSITY

TUITION REMISSION APPLICATION

PROCESS FOR TUITION REMISSION:

1. File a FAFSA form for undergraduate course work by June 30th of the upcoming academic year.
2. Complete this form and ensure you are registered for classes prior to submitting this form to the Financial Aid Office for verification

Federal law does not require you to pay income tax on the first $5,250 of your graduate tuition remission benefit each calendar year. If you or your dependent/spouse receive over $5,250 of tuition remission in a calendar year, the amount over $5,250 will be considered taxable income.

EMPLOYEE INFORMATION:

Employee Name: | ID#: | ☐ Full-Time ☐ Part-Time

Number of credit hours: | Grad/Undergrad: | Semester:

I certify that the above employee has met all performance goals and objectives and is eligible for tuition remission benefits as described in the Tuition Remission Policy.

Supervisor Approval: _____ Date: _____

DEPENDENT INFORMATION:

Student Name: | Student ID#: | Date of Birth:

Number of credit hours: | Grad/Undergrad: | Semester:

☐ I am a spouse or child of a Siena Heights employee (attach dependent verification)

I verify the above student is my spouse or child and eligible for tuition remission benefits as described in the Tuition Remission Policy.

Employee Signature: _____ Date: _____

ADMINISTRATION USE ONLY (Financial Aid Determination):

Child is certified as independent per FAFSA? | Has the student submitted a FAFSA?

Financial Aid Signature: _____ Date: _____

ADMINISTRATION USE ONLY (Human Resource Determination):

☐ I am pleased to determine that the above named student is eligible for tuition remission at Siena Heights University for the following semester :

☐ I regret the tuition remission benefit cannot be made available at this time because :

Human Resource Director Signature: _____ Date: _____