

## Request for Dependent Tuition Waiver

The spouse, domestic partner\* or dependent children of full-time regular employees are eligible for a waiver of one-half tuition, provided that the spouse, domestic partner or child is attending a university of the University of Maine System as a full-time student or as a part-time student who is matriculated.

The spouse, domestic partner or dependent children of part-time regular employees and eligible part-time faculty are eligible for a waiver of one-fourth tuition, provided that the spouse, domestic partner or child is attending a campus of the University of Maine System as a full-time student or as a part-time student who is matriculated.

For graduate students, only the courses taken as part of an approved program of study for the degree qualify for the waiver. Please refer to your employee handbook or collective bargaining agreement at <http://www.maine.edu/handbooks.html> and <http://www.maine.edu/labrel.html>, respectively, for more information on tuition waiver eligibility and availability of waiver for Summer Sessions.

The dependent child must be your or your domestic partner's natural, adoptive, or stepchild and must be economically dependent upon you for support, as is usually demonstrated by dependency status claimed on your federal tax return.

This waiver does not apply to mini-courses or other non-semester course offerings or fees. This form must be completed prior to the beginning of each academic semester for which a waiver is requested.

<b>SECTION I:</b> <i>Employee completes Section I and forwards to the Approving Office for Campus of Employment for approval and signature.</i>			
EMPLOYEE INFORMATION			
<i>Request for tuition waiver is made in accordance with the provisions of the following: (Check one.)</i>			
<input type="checkbox"/> <b>Trustees Policy</b> <i>This includes all non – represented employees.</i>	<input type="checkbox"/> Police <input type="checkbox"/> Service & Maintenance	<b>Collective Bargaining Agreement</b> <input type="checkbox"/> Clerical/Office/Laboratory/Technical <input type="checkbox"/> Professional & Administrative	<input type="checkbox"/> Faculty <input type="checkbox"/> Part-time Faculty
<i>Employee Name (Last, First, Middle)</i>		<i>Employee ID #</i>	<i>Campus of Employment</i>
<i>Employment Status</i>		<i>Date of Hire</i>	<i>Campus Address</i>
<input type="checkbox"/> Full-time Regular <input type="checkbox"/> Part-time Regular <input type="checkbox"/> Part-time Faculty			
DEPENDENT INFORMATION			
<i>Dependent Name (Last, First, Middle)</i>		<i>Student ID #</i>	<i>Date of Birth</i>
<i>Semester <u>or</u> Session / Year Applied for</i>	<i>Expected Date of Graduation</i>	<i>Program</i>	<i>Credit Hour Load</i>
<i>Is the dependent enrolled in a Graduate Degree Program?</i>		<i>Relationship to Employee</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Dependent Child	
IF THE REQUEST IS FOR A DEPENDENT CHILD:			
<i>Did you claim this person on your most recent federal tax return?</i>		<i>Are you claiming this person on your federal tax return for the current year?</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If this person is not claimed on both years' income tax returns, please list or attach a list of your contributions to this person's financial support for this semester.</i>			
<b>Notes:</b> (1) If a dependent applies for student financial aid, the amount of support you provide must be reported as untaxed income or benefits. (2) Under Section 117 of the Internal Revenue Code, tuition waiver for a dependent is considered imputed taxable income to the employee if the student is a graduate degree candidate. (3) Under IRS regulations, tuition waivers for domestic partners are treated as taxable income to the employee.			
<i>I certify that the person for whom I am making this waiver request is my dependent as defined above.</i>		<i>Employee's Signature</i>	<i>Date</i>
<b>SECTION II:</b> <i>The designated Approving Office for Campus of Employment verifies the employee and financial dependence information and approves or disapproves as meeting the waiver criteria. If approved, the Approving Office makes a copy and forwards the original signed form to the Approving Office of the Campus of Enrollment. If the request is disapproved, a copy is returned to the employee. If a request for dependent graduate tuition waiver or domestic partner tuition waiver is approved, the Approving Office forwards a copy to the campus Payroll Office.</i>			
<input type="checkbox"/> Approved as Meeting Waiver Criteria <input type="checkbox"/> Disapproved as Not Meeting Waiver Criteria		<i>Reason for Disapproval</i>	<i>Approving Officer's Signature</i>
<b>SECTION III:</b> <i>The designated Approving Office for Campus of Enrollment completes Section III. If approved, the Approving Office makes a copy and forwards the original signed form to the Business Office. If the request is disapproved, a copy is returned to the employee.</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Reason for Disapproval</i>	
<i>Amount of Waiver</i>	<i>Approving Officer's Signature</i>		<i>Date</i>
\$			

\* An Affidavit of Domestic Partnership, available from the Benefits Office, must be on file for the status to apply.