

Enrollment Period

Fall _____
 Spring _____
 Summer _____



For Office Use Only

Approved
 Disapproved
 By: _____
 Human Resources

APPLICATION FOR TUITION REMISSION FOR DEPENDENTS OF JSU EMPLOYEES

Dependent Information

Instructions: Complete the application below by providing the information requested. Details of the policy and procedures governing employee and dependent tuition remission benefits can be found in the JSU Staff Handbook, Policy 3.3.1.

Full Name: _____ Date: _____
First M.I. Last

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date of Birth: _____ Dependent J#: _____ Enrollment Period: _____

Has the dependent received a tuition remission before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you answered yes, what University was the dependent attending? <small>(Name of University / Institution)</small>			
What is the marital status of the dependent?	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Is the dependent covered under the parent/employee's health insurance? YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the student currently listed as a dependent on the parent/employee's most recent tax forms?			YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the dependent currently enrolled at Jackson State University?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not currently enrolled, has the dependent been admitted to Jackson State University? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will the dependent receive a full scholarship from any source during the academic period?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<small>(Name of Scholarship) (Amount per year)</small>
Will the Dependent apply for financial aid from any source?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	How many hours does the dependent plan to enroll during this semester? Hours: _____
What is the dependent's cumulative grade point average? <small>(GPA)</small>	_____		Will the dependent be living on campus or off campus while receiving tuition remission? ON <input type="checkbox"/> OFF <input type="checkbox"/> <small>(Campus)</small>

Employee / Parent Information

Name of Parent employed at Jackson State University: _____

J# of Parent: _____ Department where parent works: _____

Parent's Address: _____
(Street or Route) (City) (State) (Zip Code)

Date of Application: _____
(Month / day / Year) _____
(Signature of Applicant)

(Signature of Parent Employed at Jackson State University)

Undergraduate Tuition Remission Policy for Dependents of Faculty / Staff

APPLICATION PROCEDURES

1. Applicant secures application from the Department of Human Resources website. <http://www.jsums.edu/hr/human-resources-formsdocuments>
2. Applicant completes tuition remission form, print, sign, and transmit to the Department of Human Resources for verification of employment or parent or guardian two weeks prior to the beginning of registration.
3. Upon verification by the Department of Human Resources, the form is transmitted to the Department of Admissions and Financial Aid for processing.

NOTICE: Failure to provide accurate information on this form will result in the loss of all assistance.

POLICY STATEMENT

The dependent tuition wavier policy for Jackson State University applies to all **single, dependent** children of **full-time** faculty and staff and **full-time** employees of the Board.

In order to receive a tuition wavier for 50 percent of the total tuition, the dependent must gain admission to the University and make a formal written request to the Department of Human Resources.

Single, dependent children of continuing employees hired prior to July 1, 1977 are eligible for full wavier of undergraduate tuition because of the grandfather clause included in the April 28, 1977, minutes of the Board of Trustees of Institutions of Higher Learning.

Continued Eligibility – A single, dependent child may receive an undergraduate tuition wavier (consistent with the continued employment of the parent or guardian) which may be continued if the student maintains a **2.5 cumulative grade point average** until the degree requirements for one baccalaureate degree are met **or until age 25**, whichever comes first.

Employees not carrying dependent children on their health insurance, may verify that a child is a dependent by showing a copy of their last tax return.