

Pratt

TUITION REMISSION REGULATIONS FOR UNMARRIED DEPENDENT CHILDREN AND SPOUSES OF ELIGIBLE NON-FACULTY AT PRATT INSTITUTE

All tuition remission paperwork is due to the Human Resources office no later than the last day of the Add/Drop Period of the semester in which you are taking classes. Failure to submit completed Tuition Remission forms according to this deadline will result in denial of payment by the Human Resources office.

STAFF ELIGIBILITY

The employee must be a full time administrator, clerical, technical or security staff member who is paid from Pratt Institute funds and has successfully completed the probationary period.

BENEFICIARY STUDENT ELIGIBILITY

The student must be the employee's spouse, or dependent, unmarried son or daughter. A dependent, unmarried son or daughter must matriculate before age 21. Eligibility ceases upon reaching age 25.

SCOPE OF BENEFITS

Dependent children and spouse receive free undergraduate tuition in any regular course of study including continuing education according to the schedule below:

FULL-TIME EMPLOYEE YRS. OF SERVICE IN THE UNIT	MAXIMUM FOR DEPENDENT CHILDREN	MAXIMUM FOR SPOUSES
Less than one year completed	20%	0%
One year completed	40%	20%
Two years completed	100%	40%
Three years completed	100%	50%

GENERAL REGULATIONS

- Tuition remission is limited to a program of 18 undergraduate credits for each regular term and 18 credits for the full summer session.
- An eligible NON-Faculty's spouse and dependent children are eligible for tuition remission at Pratt only while the employee is actively employed by the Institute. If employment is terminated, the registered student, whether spouse or dependent child, is responsible for the balance of the course on a pro-rata basis. (Example: Termination occurs during the sixth week of classes. 6/15 of remission is granted. 9/15 to be paid whether or not student continues the courses.) Withdrawal slips should be filed promptly.
- Payment of the general registration fee and any other required fees must be made by the student. An employee's spouse or dependent child who fails to complete a course underwritten by tuition remission for any reason whatsoever shall not be reimbursed for any fees or expenses paid to the Institute.
- The spouse or dependent children must meet normal course entry requirements, maintain good academic standing and good personal conduct.
- Students who have tuition awards from outside sources must contribute those subsidies to Pratt Institute.
- Tuition remission is only available for courses in which there is sufficient paid enrollment to justify conducting the course.
- Rules and regulation on "refunds" are clearly stated in the bulletins of each School. If, however, there are questions on this matter please write or go to the Bursar's Office for clarification.
- The Institute determines the number of instructors, classes, laboratories, etc., required for each term dependent upon the number of students who register. Planning for all this presents serious problems and many commitments must be made by the Institute. Therefore, please consider carefully the selection and number of courses for which you wish to register. Withdrawal or termination means a definite loss in time, money and benefits to you and the Institute.
- I have read and understand the information in 'a. - h.' and hereby agree to abide by the regulations concerning registration, tuition payment and course withdrawal.*

¹ Length of term varies with the School and session.

SPOUSE'S/DEPENDENT'S SIGNATURE:	_____
EMPLOYEE'S SIGNATURE	_____

COST AND TAXABILITY: TO BE COMPLETED BY EMPLOYEE ONLY

For more information on this section please visit www.irs.gov and search under Tax Benefits for Education.

-Tuition Remission covers tuition ONLY. You are still responsible for all other general registration fees and other required fees. If you currently have medical coverage, you are also responsible for waiving the student health insurance fee in a timely manner. I understand that tuition remission may be a taxable benefit under IRS regulations. All graduate tuition remission is taxable. Check one of the two selections below.

- YES, Please make the proper tax deductions from my paychecks. **Please note that tax will be withheld during the semester in which this form is submitted.**
- NO, I do not wish the Institute to make deductions from my paychecks for any taxable tuition remission. I understand that the tuition may be included in my taxable income for the tax year in which it is granted. **Please note that you should check with an accountant if you choose this option as you may be subject to IRS penalties for under withholding.**

EMPLOYEE'S SIGNATURE:	_____
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TUITION REMISSION APPLICATION FOR ELIGIBLE SPOUSES/DEPENDANTS OF NON-FACULTY MEMBERS

Please complete all steps in the order outlined below.

Step 1 - Please Print Employee's Name and Work Location.

EMPLOYEE'S NAME _____	TODAY'S DATE _____
DEPARTMENT _____	SS # _____
FACULTY TITLE _____	TEL EXT. _____
DATE EMPLOYED _____	

Step 2 - Please Print Dependent/Spouse Information.

DEPENDENT'S NAME _____		SS # _____	
RELATIONSHIP _____	MARITAL STATUS _____	AGE _____	
FOR DEPENDENT CHILDREN ONLY			

Step 3 -List All Courses Below. Remission is limited to 18 credits or the equivalent each semester - fall, spring and summer.

<u>COURSE #</u>	<u>SECTION</u>	<u>COURSE TITLE</u>	<u>DAY</u>	<u>TIME</u>	<u>CREDITS</u>

= TOTAL CREDITS:

Step 4 - Obtain Approval of the Dean of the School in Which Courses Are Taken.

This applicant is in good standing and approved for tuition remission in this school. The course numbers, titles, days, hours and points as listed above are correct.

SCHOOL IN WHICH COURSES ARE TAKEN _____	AUTHORIZED SIGNATURE _____
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Step 5 - TO BE COMPLETED BY STUDENT ATTENDING PRATT INSTITUTE

Do you have any tuition awards from outside or other Pratt sources? (i.e., scholarships, grants, etc.) ___No. ___Yes. If yes, please list below:

AWARD DESCRIPTION	AMOUNT
	\$ _____
	\$ _____
	\$ _____

If you are eligible for financial aid, your financial aid award will be adjusted according to your percentage of tuition remission.

INSTRUCTIONS: *Bring this completed form and a copy of the original bill to Human Resources. When approved, your tuition voucher will be submitted directly to the Bursar. You are responsible for all fees.*