



## TUITION REMISSION APPLICATION ROTC (Self, Spouse, or Dependent)

**Complete and return this form to the Human Resources Department prior to the semester in which tuition is to be waived.**

All Colleagues must complete this section.						
Academic Year			TERM: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			
ROTC Colleague Name			Colleague Gannon ID			
S E L F	Complete this section only for a ROTC Colleague taking UNDERGRADUATE or GRADUATE courses. Doctoral work is excluded.					
	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	Major Field of Study		Number of Credits		
S P O U S E	Complete this section only for a ROTC Spouse taking UNDERGRADUATE or GRADUATE courses. Doctoral work is excluded.					
	Spouse Name			Spouse Gannon ID		
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	Major Field of Study		Number of Credits			
D E P E N D E N T  C H I L D	Complete this section for a ROTC Dependent Child taking UNDERGRADUATE courses.					
	A qualifying child is defined as meeting all of the following criteria:					
	a) Must be the eligible colleague's biological child, adopted child, stepchild, eligible foster child, or a descendant of any of them.					
	b) Must be age 23 or younger on December 31 and a full-time student or any age if permanently and totally disabled.					
	c) Must have lived with the eligible colleague for more than half of the year and have established residency on a permanent basis in the colleague's household, unless the child is the biological child of the eligible colleague.					
	d) Must not have provided more than half of his or her financial support for the calendar year.					
e) Must be eligible to be claimed by the eligible colleague as a qualifying child on colleague's tax return for the tax year in which remission is granted.						
A qualifying child is not eligible for tuition remission for Graduate courses.						
Dependent Name		Date of Birth	Dependent Name		Date of Birth	
Dependent Gannon ID		Dependent Gannon ID		Dependent Gannon ID		
Major Field of Study		Major Field of Study		Major Field of Study		
Number of Credits		Number of Credits		Number of Credits		
Colleague and Supervisor must authorize before a Voucher will be issued by HR.						
I understand that the value of Graduate Tuition Remission for a spouse is subject to all tax withholdings. I understand that it will appear on my wage statements with withholding of taxes against my earnings.						
Employee Signature				Date		
Supervisor Signature				Date		
Financial Aid Verification			Date			
Voucher Issued			Date			