

TUITION REMISSION APPLICATION
For Spouse or Dependent

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

All Colleagues must complete this section.						
ACADEMIC YEAR:		TERM: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer				
Colleague Name			Colleague Classification <input type="checkbox"/> Faculty <input type="checkbox"/> Administration <input type="checkbox"/> Support Staff			
Colleague Gannon ID		Department		Colleague Status <input type="checkbox"/> Active <input type="checkbox"/> Retired <input type="checkbox"/> Disabled		
S P O U S E						
Complete this section only for a 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 Dependent Child taking UNDERGRADUATE courses.						
A qualifying child is defined as meeting all of the following criteria:						
<ul style="list-style-type: none"> 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 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		
All Colleagues must complete this section before a Voucher will be issued by HR.						
<ol style="list-style-type: none"> I understand that scholarships, grants, and awards (i.e. PHEAA, Pell Grants) received can only be applied to University fees and books and may not be applied to room /board or meal plans. Gannon will reduce its tuition benefit when outside aid exceeds the direct costs of fees and books. Note: loans are not considered outside aid. I understand that the value of Graduate Tuition Remission for a spouse is subject to all tax withholdings. I understand that this will be considered a taxable benefit for which taxes will be withheld from my regular income. 						
Colleague Signature				Date		
Financial Aid Verification		Date	Voucher Issued		Date	