

### APPLICATION FOR STAFF CHILD or STAFF SPOUSE FEE REMISSION

Please Print Clearly

Date: June 24, 1999

**Section A – General Information (This section must be completed by all applicants)**

Type of fee remission requested (CHECK ONE):  Child  Spouse

Employee Name: \_\_\_\_\_ Employee SS Number: \_\_\_\_\_

Employing Department: \_\_\_\_\_ FTE% \_\_\_\_\_

Primary Staff Classification: \_\_\_\_\_ Date of University Employment: \_\_\_\_\_  
7 Digit Code

**Section B – Application for Staff Child Remit**

Name of STAFF CHILD (IN FULL): \_\_\_\_\_

STAFF CHILD'S Student ID No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Has the STAFF CHILD earned a baccalaureate or professional degree from any institution prior to this application?  Yes  No

Is the STAFF CHILD less than 26 years old?  Yes  No

Will STAFF CHILD be working toward a degree at Purdue University?  Yes  No

School or Curriculum in which STAFF CHILD will be registered \_\_\_\_\_

Is this applicant your (CHECK ONE)  Child  Step Child  Ward

If you checked Ward on the line above, please provide a copy of your court documents with the application

Home address of Parent or Legal Guardian \_\_\_\_\_

Has STAFF CHILD been registered as a Purdue student prior to this application for STAFF CHILD fee remission  Yes  No

If Yes, state number of additional semesters needed for graduation \_\_\_\_\_

If No, indicate here when first registration will be (give semester or summer session and year: e.g. Fall Semester/Year) \_\_\_\_\_

**Section C – Application for Staff Spouse Remit (Annual Renewal Required)**

FOR: (Please check)  Fall  Spring  Summer Year: \_\_\_\_\_

Please check one:  Regular Staff  Graduate Staff  Other

Name of STAFF SPOUSE (IN FULL): \_\_\_\_\_

STAFF SPOUSE'S Student ID No. \_\_\_\_\_ Date of Marriage: \_\_\_\_\_

This section must be completed by the Head of the School, Division or Department and the Business Office employing the staff member of the student for whom application for fee remission is being made. By signing this form you will be certifying the relationship between the applicant and employee. **If the staff member's family status changes or they terminate employment, please contact the Bursar Office.**

I certify that the employee listed above has been employed since

(date) \_\_\_\_\_

If employment has not been continuous, it should be noted.

Required Signature \_\_\_\_\_  
School or Department Business Office

Required Signature \_\_\_\_\_  
Head of School, Division or Department

# **GENERAL INFORMATION**

## **Please refer to Executive Memorandum No. C-7**

- ◆ Remissions will not cover any workshop fees, special fees, laboratory fees or differential fees approved for a course or program of study.
- ◆ If a staff member's appointment terminates within six weeks after the start of the semester or prior to July 1 during the summer period and course work is continued, full student fees must be paid for the semester or summer period.
- ◆ If a staff member is an official retiree of the University they need to send the completed application (Form 15) to Personnel Services/Compensation & Benefits in Freehafer for verification.

### **Staff Child Remit**

- ◆ Parent or guardian must be employed in a regular half-time or more position.
- ◆ Graduate Staff, Part-time Lecturers and Visiting Scholars are not eligible for the staff child fee remission.
- ◆ Student must be a full or part-time degree seeking undergraduate student.
- ◆ Student must not have earned a baccalaureate or professional degree from any other institution.
- ◆ Student must be seeking a degree offered by the West Lafayette, Calumet, Fort Wayne, or North Central Campuses.
- ◆ Student must be under 26 years of age to initially obtain the remission.
- ◆ Students who are enrolled and turn 26 years of age will be eligible for the fee remission as long as they are continuously registered.
- ◆ The remission will be entered initially for 5 years. If it takes longer than this to obtain the degree, please have another application form completed at that time stating how many more semesters are needed for graduation.

### **Staff Spouse Remit**

- ◆ Employee must be employed on a continuous basis for at least two years before the spouse is eligible for the remission.
- ◆ Part-time Lecturers and Visiting Scholars are not eligible for the staff spouse fee remission.
- ◆ Graduate staff spouses are eligible for remission of non-resident tuition.
- ◆ Remission applies to undergraduate and graduate courses.
- ◆ Will remit fees up to 7 credit hours during fall/spring semester – 4 in summer. Regular fees will be assessed on each hour over the limit.

### **NOTE:**

Please make sure to obtain **both** signatures on this application form. The fee remission can not be entered without proper certification. Return the completed application form to the Bursar Office in Hovde Hall.

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