

TUITION REMISSION/WAIVER

STUDENTS NAME (LAST, FIRST, MIDDLE)		STUDENT BIRTHDATE
REQUESTED BY (NAME OF WHITMAN EMPLOYEE)	<input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT	<input type="checkbox"/> FULLTIME <input type="checkbox"/> PART-TIME _____ %
DATE OF HIRE	WHITMAN ID#	

<u>FEE REMISSION (PAYMENT OF TUITION FOR ATTENDANCE AT OTHER COLLEGE/UNIVERSITY)</u>			
COLLEGE/UNIVERSITY _____		NW TUITION CASH GRANT _____	
ADDRESS (STREET) _____			
CITY _____		STATE/ZIP _____	
INSTITUTION'S TUITION \$ _____		PAYMENT REQUESTED FROM WHITMAN COLLEGE \$ _____	
PAYMENT IS FOR	<input type="checkbox"/> 1st SEMESTER 20 _____ <input type="checkbox"/> 2nd SEMESTER 20 _____	<input type="checkbox"/> FALL QTR 20 _____ <input type="checkbox"/> WINTER QTR 20 _____ <input type="checkbox"/> SPRING QTR 20 _____	PERCENT OF FULLTIME ATTENDANCE _____ %
MAKE CHECK PAYABLE TO: _____ EMPLOYEE _____ COLLEGE/UNIVERSITY			
CHECK DELIVERY INSTRUCTIONS	<input type="checkbox"/> MAIL TO ABOVE ADDRESS (COLLEGE/UNIVERSITY) <input type="checkbox"/> EMPLOYEE WILL PICK UP (Mem 107) Ext # _____ <input type="checkbox"/> EMPLOYEE E-CHECK (must be signed up for direct deposit for reimbursements) <input type="checkbox"/> MAIL TO _____		

<u>WAIVER OF WHITMAN TUITION FOR CHILD</u>		
_____ % OF FEE WAIVED	<input type="checkbox"/> FALL SEMESTER <input type="checkbox"/> SPRING SEMESTER	<input type="checkbox"/> FULL-TIME STUDENT

Employee requests a fee remission or tuition waiver as indicated above. The employee does hereby certify that the child is a legal dependent (IRS definition) of the employee and is under the age of 24. If tuition is granted to an employee for any person which falls outside the dependent status, this benefit is a taxable benefit to the employee and will be reported according to IRS regulations. A copy of the school's tuition statement is required each semester/quarter.

EMPLOYEE SIGNATURE _____	DATE _____
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APPROVED _____	DATE _____	(BUSINESS OFFICE USE ONLY)	DATE _____
_____		ACCOUNT NUMBER _____	_____
_____		VOUCHER ID _____	_____
_____		CHECK NUMBER _____	_____