



**APPLICATION FOR TUITION ASSISTANCE
CHILD OF
Faculty and Staff with 15+ Years of Credited Service**

Year: _____

Semester: _____
(Select Appropriate Semester)

Return via email to uschr@usc.edu

Student Name _____ Student ID Number _____ Former Employee Name _____ Former Employee's Department _____ Social Security Number _____ Address _____ City, State, Zip _____ Daytime Telephone Number _____ Evening Telephone Number _____ Email Address _____	Sponsor (check one): <input type="checkbox"/> Faculty <input type="checkbox"/> Staff NOTICE: Tuition Assistance is taxable income to the Former Employee for all courses taken by a child toward a graduate degree. Tuition Assistance for undergraduate course-work taken by a child of a Former Employee may or may not be taxable. If the Former Employee left the university after age 55, or because of a medically certified disability, layoff or is deceased, complete the Dependent Certification Form unless you have already done so this CALENDAR year, and consult a tax advisor.
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I have read the current Tuition Assistance Benefit policy. I certify that I have fifteen (15) or more years of credited service at the University and am eligible to receive this benefit. The student noted above is my child, as defined in the policy. I understand I am required to submit documentation verifying the relationship.

I understand that my child is responsible for immediate payment to the University of any prorated amount of tuition assistance if a post-registration audit reveals that tuition assistance has been applied to any ineligible tuition or fees or the maximum allowed units of tuition assistance has been exceeded.

I certify the aforementioned is true and correct. I accept the terms and conditions of my use of the benefit. I understand misuse or misrepresentation may result in denial of tuition assistance.

Children of faculty and staff with 15+ years of credited service may receive 100% tuition assistance for a maximum of one degree program, up to a maximum of 144 undergraduate or 72 graduate units, whichever comes first. Degree programs officially recognized by the university as "progressive degrees" count as one degree and additional units may be made available to complete them.

Former Faculty Member / Staff Employee Signature _____
Date

I understand I am responsible for immediate payment to the University of any disallowed amount in the event a post-registration audit reveals my sponsor is not eligible for the tuition assistance benefit, tuition assistance has been applied to any fees or the maximum allowed benefit has been exceeded. I understand I am also responsible for paying the balance of tuition due if the benefit is taxable and therefore reduced to reflect the taxes withheld.

Children of faculty and staff with 15+ years of credited service may receive 100% tuition assistance for a maximum of one degree program, up to a maximum of 144 undergraduate or 72 graduate units, whichever comes first. Degree programs officially recognized by the university as "progressive degrees" count as one degree and additional units may be made available to complete them.

Child Signature _____
Date

FOR OFFICE USE ONLY	
UPC BENEFITS ADMINISTRATION <input type="checkbox"/> Units Used <input type="checkbox"/> Tax Form Forwarded _____ <input type="checkbox"/> TAB Input <input type="checkbox"/> Dependent Admitted Date	Documentation (check one): <input type="checkbox"/> Attached <input type="checkbox"/> Provisional
_____ Benefits Administration	_____ Date