USC University of Southern California

APPLICATION FOR TUITION ASSISTANCE CHILD OR SPOUSE / DOMESTIC PARTNER of Currently Employed Tuition-Eligible Faculty and Staff

Year: _____

Semester: _____ (Select Appropriate Semester)

Return via email to uschr@usc.edu

Student Name _____

Student Social Security Number _____

Employee (Sponsor) Name _____

Employee (Sponsor) Job Title _____

Employee (Sponsor) School / Department _____

Employee (Sponsor) Social Security Number _____

Campus Telephone Number _____

Email Address _____

Relationship (check one):

☐ Child

☐ Spouse / Domestic Partner

Employee (Sponsor) (check one):

☐ Faculty ☐ Staff ☐ FT (100%) or ☐ Grandfather (see definition below)

☐ Hebrew Union

_____
Hebrew Union Approval Signature

_____
Date

NOTICE: Tuition Assistance is taxable income to the Employee for all courses taken by a child or spouse/domestic partner towards a graduate degree. However, if this application is for a child enrolled in an undergraduate degree program, the Tuition Assistance may or may not be taxable income. Complete the Dependent Certification Form unless you have already done so this CALENDAR year, and consult a tax advisor.

DEFINITION: "Grandfathered employee" means a staff employee or faculty member whose date of employment with the university is (1) prior to July 1, 2011 or (2) on or after July 1, 2011, but he or she has a verified offer letter accepting employment co-signed prior to July 1, 2011. Rehired employees should contact Benefits Administration to determine whether they might qualify as a "grandfathered employee."

I have read the current Tuition Assistance Benefit policy and I am eligible to receive tuition assistance as described in the policy. I certify the student noted above is my child or spouse/domestic partner, as defined in the policy. I am required to submit documentation verifying the relationship. I am further required to inform the UPC Office of Benefits Administration of any change in relationship that disqualifies my child or spouse/domestic partner from receiving tuition assistance.

I understand that my child or spouse/domestic partner is responsible for immediate payment to the University of any prorated amount of tuition assistance if a post-registration audit reveals that I changed my employment status or changed from a qualifying relationship with my child or spouse/domestic partner during the semester(s) in which my child or spouse/domestic partner received tuition assistance, tuition assistance has been applied to any ineligible tuition or fees, or the maximum allowed units of tuition assistance has been exceeded. The first and last day of classes in any semester/session is defined by the University's academic calendar. This includes fall, spring and summer semesters/sessions. The academic calendar may be found at the following link: http://www.usc.edu/academics/calendar/.

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.

A legally married spouse or registered domestic partner of a tuition-eligible staff employee or faculty member may receive 50% 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.

Children of a currently employed tuition-eligible staff employee or faculty member may receive 100% tuition assistance and 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.

_____ _____
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.

A legally married spouse or registered domestic partner of a benefits-eligible staff employee or full-time faculty member may receive 50% 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.

Children of a currently employed benefits-eligible staff employee or full-time faculty member 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 / Spouse / Domestic Partner Signature Date

FOR OFFICE USE ONLY

UPC BENEFITS ADMINISTRATION

☐ Sponsor Eligibility Checked ☐ TAB Input ☐ Dependent Admitted

☐ Units Used ☐ Tax Form Forwarded _____
Date

Documentation (check one):

☐ Attached ☐ On File

☐ Provisional

_____ _____
Benefits Administration Date