

**APPLICATION (PUBLIC ACT 90-0282)**  
**for students NOT attending Illinois State University**  
**Interinstitutional 50% Tuition Waiver for**  
**Children of Public University Employees**

Application for 50% Tuition Waiver at (name of university/campus): \_\_\_\_\_

Semester and year for which request is made:     Fall \_\_\_\_\_     Spring \_\_\_\_\_     Summer \_\_\_\_\_

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN \_XXX\_ - \_XX\_ - \_\_\_\_\_ Phone: \_\_\_\_\_

Student Campus Address: \_\_\_\_\_

Student Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Student Acknowledgement of Policies**

I understand that a separate “**Tuition Waiver Benefit Utilization Record**” must be completed yearly for each institution in which I have been enrolled while utilizing these tuition waiver benefits, that the tuition waiver benefit utilization record may be subject to verification by the tuition waiver granting institution, and that tuition waiver approval protocols shall be subject to individual university policies. (See attached policy statement for additional information.)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent’s Disclosure/Certification of Illinois Public University Employment**

**Instructions:** Please complete the following information as thoroughly as possible. All items must be completed. Percentage and dates of employment must be listed for each position claimed. The *Human Resources Office* at listed university may formally confirm the employment record and/or parent/child relationship through the use of university employment/benefit records at all locations for which employment credit is claimed. Confirmation procedures may require additional documentation.

Qualified Employee (Parent) Name: \_\_\_\_\_ University ID#: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employing University: \_\_\_\_\_ Category:  Faculty     Administrative Professional     Civil Service

I hereby declare that this student is my child or stepchild. Employee signature is not required as a condition of student eligibility.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by Applicant/Parent (use additional sheet if necessary)**

Institutional (branch or location) <small>(list current employer first)</small>	Inclusive Dates of Employment	Percent of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

**FOR OFFICE USE ONLY**

Applicant Information Confirmed/Corrected	Authorized University Signature & Printed Name	Date

Account #: \_\_\_\_\_ Amount: \_\_\_\_\_ F.A. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**TUITION WAIVER BENEFIT UTILIZATION RECORD**

Public Act 90-0282

**Instructions:** The following information must be completed by **ALL** students. **PLEASE PRINT**

Student Name: _____ Local Phone # _____ UID #: _____
Address: _____ City, State, Zip: _____
Major: _____ Expected Graduation Date: _____
This application is for the 50% Child of Employee Tuition Waiver benefit to be used at: _____ <small>(see list of eligible universities in Part A below)</small>
My relationship to the listed employee is that of: <input type="checkbox"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Other _____.

**PART A:**

**Have you (the student applicant) used the 50% Child of Employee Tuition Waiver benefit at any campus of the following universities?**

(Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Southern Illinois University, University of Illinois, or Western Illinois University)

YES

If "YES", complete PARTS B and C.

NO

If "NO", proceed to PART C.

**PART B:**

**University academic term(s) during which the 50% tuition waiver benefit was utilized:**

A separate "Tuition Waiver Benefit Utilization Record" form must be completed for each institution in which the student has been enrolled while utilizing tuition waiver benefits pursuant to P.A. 90-0282.

Name of University: _____	Semester/Year: _____
Name of University: _____	Semester/Year: _____
Name of University: _____	Semester/Year: _____
Name of University: _____	Semester/Year: _____
Name of University: _____	Semester/Year: _____
Name of University: _____	Semester/Year: _____

**PART C:**

I hereby declare that all previous or concurrent academic terms, during which the 50% Child of Employee Tuition Waiver benefit was utilized, are accurately accounted for above or on an additional "Tuition Waiver Benefit Utilization Record". I request and understand that this information may be verified by means of accessing university records and that the total 50% Child of Employee Tuition Waiver benefits granted to me may not exceed the 4-year limitation established in P.A. 90-0282.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

50% tuition waiver benefit utilization record confirmation (optional as requested by the tuition waiver granting institution):  
In accordance with institutional standards for tuition waiver benefit utilization, the record outlined above is correct.

Name: _____	Authorized signature of record confirmation by the Financial Aid Office	Date (Revised 08/14)
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# Inter-Institutional 50% Tuition Waiver For Children of Public University Employees

## General Overview

The Inter-Institutional tuition waiver for children provides a 50% tuition waiver for up to 4 years of **undergraduate education only (excluding non-credit courses)**. This benefit applies as long as the child maintains satisfactory academic progress towards graduation and the parent is a current employee in active status (including those on approved leaves of absence and not on permanent layoff).

## Student Eligibility

- Must be under age 25 at the beginning of any academic year (defined as the first day of instruction) in which the waiver will be effective.
- Must be the natural child, adopted child, or stepchild of an eligible employee.
- Must attend one of the nine Illinois public universities listed below.

## Parent Eligibility

- Must be a current employee at one of the nine Illinois public universities listed below and be employed at 50% time or more in a SURS eligible appointment capacity.

Chicago State University	Eastern Illinois University	Governor's State University
Illinois State University	Northeastern Illinois University	Northern Illinois University
Southern Illinois University	Western Illinois University	University of Illinois
- Must be a current employee in active status as of the first day of the academic term at the university where the child is enrolled. Changes in status after the academic term begins will only affect future academic terms and the university issuing the tuition waiver must be notified.
- Must have completed at least 7 years of eligible employment (50% or more) as of the first day of the academic term at the university where the student is enrolled. The 7 years can be a combination of employment among the nine universities and do not have to be consecutive. If this is the case, be sure to denote time frames worked and name the university where employed. Employment records of two employed parents cannot be combined to meet the 7-year employment requirement. If both parents are employees, the maximum tuition waiver is still only 50%.

## Basic Processing Instructions

- Either the parent or the child/student can request the application from Illinois State University or print from our website [http://hr.illinoisstate.edu/benefits/tuition\\_waivers/children\\_of\\_isu.shtml](http://hr.illinoisstate.edu/benefits/tuition_waivers/children_of_isu.shtml)
- Each student must complete (yearly) the area titled "Tuition Waiver Benefit Utilization Record" found on the reverse side of the application. If the student attended more than one university, the student must complete a copy of this side of the form for each prior public university attended. Extra application forms may be necessary or you can photocopy the reverse side to provide another form.
- All completed forms should be returned to the Human Resources Office where the parent is employed. That office will verify the current employment of the parent. If the parent has worked at another listed university **prior** to the current employer and needs this employment to meet the 7-year requirement, verification by that university will also be required.
- Please be aware that when the 50% tuition waiver is awarded to a child of a public university employee, it is considered "financial aid" and is processed along with other types of financial aid. At *Illinois State University*, depending on each student's individual financial aid situation, all, part, or none of the tuition waiver may be awarded. In general, outside sources of funds (grants and scholarships) will supersede this tuition waiver, while this tuition waiver will supersede loan monies. This may not be the case at other public universities.
- Please follow the instructions supplied by Illinois State University for a tuition waiver at Illinois State University, as each university has different requirements regarding frequency of application and payment schedules.

## **PROCESSING INSTRUCTIONS**

1. Complete the attached Inter-Institutional application. Sign and date where specified on all forms.
2. Complete the *Tuition Waiver Utilization* area found on the reverse side of the application. Verification is required for each university and more than one form may be required. (If you attend another public university during the academic year [for instance, summer], report the usage to the other public university you attend. This can be accomplished by completing a Utilization form.)
3. **Return the completed forms to the Human Resource Office at the university where your parent is employed.** Illinois State University employees should return completed forms to Human Resources, Campus Box 1300, Normal, IL 61790-1300. The employing university will verify your parent's employment and then forward your application to the appropriate representative at the university where you are enrolled.
4. The university you are attending will notify you if your tuition waiver is approved.
5. Application requirements and payment schedules vary among the nine public universities, so adhere to any university specific requirements where you are enrolled for classes.