

**APPLICATION (PUBLIC ACT 90-0282)
Interinstitutional 50% Tuition Waiver for Children of Public University Employees**

**Illinois State University Student
Parent or Parent's Domestic Partner Employed at (or Retired from) Illinois State University**

Semester and year for which request is made: Fall _____ Spring _____ Summer _____
 Student Name: _____ Birthdate: ____/____/____ ISU UID#: ____-____-____ Phone: ____-____-____
 Student Campus Address: _____
 Student Permanent Address: _____ City: _____ State: _____ Zip: _____

Student Certification of Registration Compliance & Acknowledgement of Policies

1. I certify that I am not required to be registered with Selective Service because (CHECK ONE BELOW):
- A. I am female.
 - B. I am a citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau.
 - C. I have not reached my 18th birthday.
 - D. I am currently in the armed services on active duty (this exception does not apply to members of the Reserves and National Guard who are not on active duty).
 - E. I was born before 1960.
 - F. I am a non-citizen who first entered the U.S. after I became 26 years old.
 - G. I am a non-citizen who first entered the U.S. as a lawful non-immigrant on a valid visa and remained in the U.S. on the terms of that visa until after I became 26 years old.
2. I certify that I am registered with the Selective Service.

I hereby declare that the **Student Certification of Registration Compliance** is true and correct and that I am either a child or stepchild of an Illinois State University employee/retiree (or his/her domestic partner) who is eligible for the 50% tuition waiver pursuant to P.A. 90-0282 and related policies/procedures. I request and understand that this information will be verified by accessing university records and/or requesting additional documentation, and that total partial undergraduate tuition waiver benefits granted to me may not exceed the 4-year limitation established in P.A. 90-0282. In the event this application contains any false statements, errors or omissions pertaining to my parent or my parent's domestic partner's service record or in the event total partial undergraduate tuition waiver benefits among eligible institutions exceed the 4-year limitation, I will be responsible for the full value of any ineligible benefits that I may have received.

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: _____

Employee's Disclosure/Certification of Other 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 resource or personnel office* at listed university may formally confirm the employment record and/or employee/student 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/Retiree Name: _____ ISU UID#: _____ Work Phone: ____-____-____

My employment status at Illinois State University is that of: Faculty Administrative Professional Civil Service Retiree as of _____

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

Employee/Retiree Signature: _____ Date: _____

To Be Completed by Applicant/Employee (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 # _____ ISU UID #: _____

Major: _____ Expected Graduation Date: _____

This application is for the 50% Child of Employee Tuition Waiver benefit to be used at Illinois State University when the parent or parent's domestic partner is an employee or retiree of Illinois State University

Is this your first application to Illinois State University for this waiver? NO YES – You must provide proof of your relationship to the listed employee/retiree. Please check the appropriate box below, then refer to the instructions for acceptable proof of relationship. *NOTE: Returning students with a break in attendance (other than summer) at Illinois State University must also supply proof of relationship.*

My relationship to the listed employee/retiree is that of: Child Stepchild Child of Domestic Partner 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

NO

If "YES", complete PARTS B and C.

If "NO", proceed to PART C.

PART B:

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

If the 50% Child of Employee Tuition Waiver benefit is to be used at Illinois State University AND all prior utilization was at Illinois State University, check here and proceed to PART C. 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: _____

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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)

Inter-Institutional 50% Tuition Waiver *Policies* for Illinois State University Student Parent or Parent's Domestic Partner Employed at (or Retired from) Illinois State University

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 student maintains satisfactory academic progress towards graduation and the parent or parent's domestic partner is a current employee in active status (including those on approved leaves of absence and not on permanent layoff) or a retiree of Illinois State University.

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, stepchild, or adopted child of an eligible employee or the child of the domestic partner of an eligible employee or retiree.

Parent Eligibility

- Must be a current employee at Illinois State University and employed in a SURS eligible appointment capacity.
- Must be a current employee in active status as of the first day of the academic term at Illinois State University. Changes in status after the academic term begins will only affect future academic terms.
- Must have completed at least 7 years of eligible employment at 50% or more as of the first day of the academic term at Illinois State University. The 7 years can be a combination of employment among the nine public Illinois 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%.
- Employees of Illinois State University hired prior to 1999 - with continuous employment since that date and at least 3 years of 100% employment or 7 years of eligible part-time employment at Illinois State University - are also eligible employees.
- Employees of Illinois State University must have at least 7 years of service at Illinois State University for the child of a domestic partner to qualify for a 50% tuition waiver valid only at Illinois State University.
- Retirees must have retired directly from Illinois State University and had 7 years of service at Illinois State University, prior to retirement, for their child or the child of their domestic partner to qualify for a 50% tuition waiver valid only at Illinois State University.

Basic Processing Instructions

- Either the employee or the student can request the application from Illinois State University or print from our website at: http://hr.illinoisstate.edu/benefits/tuition_waivers/
- 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 listing 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 Office of Human Resources in the Nelson Smith Building or mailed to: Office of Human Resources, Campus Box 1300, Normal, IL 61790-1300. Human Resources will verify the current employment of the parent or parent's domestic partner. If the employee 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.

INSTRUCTIONS (for a Student Attending Illinois State University)

The following instructions apply for a student who will attend or is attending Illinois State University. *Note: references to domestic partners or retirees apply only to Illinois State University.*

- The 50% tuition waiver benefit applies towards 126 credit hours, of which 63 (or 50%) are waived. A tuition waiver application must be submitted each academic year (fall, spring, and summer). To ensure timely processing of this benefit, applications should be received in the Office of Human Resources, Illinois State University, Campus Box 1300, Normal, IL 61790-1300, by the following deadlines.

Start of 2 nd half of Spring Semester	If applying ONLY for Summer
Start of Interim Term	If applying for Fall, Spring and (if desired) Summer
Start of 2 nd half of Fall Semester	If applying ONLY for Spring and (if desired) Summer

- An ISU student who has a court-appointed guardian is eligible for this benefit if the guardian is a qualified employee of Illinois State University and only if the natural parents are deceased or have been declared unfit by court action.
- Ineligible employment categories for the parent or parent's domestic partner include graduate assistants, Extra Help, and student employees.
- EFFECTIVE 7/1/06, APPLICATIONS MUST BE RECEIVED PRIOR TO THE END OF THE SEMESTER APPLIED FOR IN ORDER TO BE PROCESSED.** Applications received after the end of the semester applied for will be denied. Applications for summer session must be received by 7/20 or the application will be denied.
- We encourage applications for the full academic year to be submitted by May of the previous academic year.
- Applicants will only be notified if the application is incomplete or if the tuition waiver request is refused.

PROCESSING INSTRUCTIONS

- Complete the attached Inter-Institutional application. Sign and date where specified on all forms.
- If the student is new to Illinois State University, the employee/student relationship must be certified with the first application ONLY. Items which certify this relationship include: birth certificate (natural child of employee), birth certificate and marriage certificate/domestic partner certification (stepchild of employee/ child of employee's domestic partner), and court document (adopted child, child with a court-appointed guardian as defined above). This documentation should be submitted at the same time the application is completed. *NOTE: Returning students with a break in attendance (other than summer) at Illinois State University must also supply proof of relationship.*
- Complete the *Tuition Waiver Benefit 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.)
- Return the completed forms to the Office of Human Resources at Illinois State University.**

Questions?

Illinois State University
Office of Human Resources
Campus Box 1300
Normal, IL 61790-1300

PH: 309 438-8311
FAX: 309 438-7421