

**Application for Staff Child or Staff Spouse Fee Remission**

Bursar Office Form 1015 – Revised 10/18/16

Please Print Clearly

All Forms Must Be Completed In Full In Order To Be Processed. Incomplete Forms Will Be Returned To Staff Member. (New Form Required For Each Term.)

**Section A – General Information (All applicants must complete this section.)**

Employee Name: \_\_\_\_\_ Employee PUID: \_\_\_\_\_  
Employee Department: \_\_\_\_\_ Date of Employment: \_\_\_\_\\_\_\_\_\\_\_\_\_  
Employing Campus: \_\_\_\_\_ Employee Status: (Check One Below.)  
 Admin/Faculty  Clerical/Service  Graduate Staff  Official Retiree  
Type of fee remission requested: (Check One)  Child  Spouse  
(Complete Section B) (Complete Section C)  
For: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Campus\_\_\_\_\_

**Section B – Complete for Staff Child Remission Only**

I certify that the child is my dependent, based upon the definitions provided on the reverse of this document, (under the staff child remit provisions).  
 I meet all the requirements for receiving the fee remit, however, the applicant is no longer a dependent and I am aware of the tax implications this entails as noted on the last page of this form (Taxable Remission Information).  
Name of Staff Child (In Full): \_\_\_\_\_  
Staff Child's PUID: \_\_\_\_\_ Birth Date: \_\_\_\_\\_\_\_\_\\_\_\_\_  
Has the Staff Child earned a baccalaureate or professional degree from any institution prior to this application?  
 Yes  No  
Is the Staff Child less than 26 years old?  Yes  No  
Will Staff Child be working toward a degree at Purdue Northwest?  Yes  No (where) \_\_\_\_\_  
School and Curriculum in which Staff Child will be registered: \_\_\_\_\_  
Is this applicant your: (Check One)  Child  Step Child  Ward

(If you checked Ward on the above line, please provide a copy of your court documents with the application.)

Home address of Parent or Legal Guardian: \_\_\_\_\_  
Has Staff Child been registered as a Purdue student prior to this application for fee remission?  Yes  No  
If Yes, state number of additional semesters needed for graduation: \_\_\_\_\_  
If No, when will remission first be used: (Semester/Year) \_\_\_\_\_

**Section C – Complete for Staff Spouse Remission Only**

Has Staff Member been employed in an eligible position continuously (without breaks in employment) for two or more years?  Yes  No  
Name of Staff Spouse (In Full): \_\_\_\_\_  
Staff Spouse PUID: \_\_\_\_\_ Begin Date of Marriage: \_\_\_\_\\_\_\_\_\\_\_\_\_

This section must be completed by both the employee and the employing department. By signing this form the employee is certifying that all information provided on this form is correct and understands that falsification of any information on this form may constitute fraud. The employee further certifies the relationship and dependency status (if applicable) between the applicant and the employee, and agrees to furnish copies of federal income tax returns to the University upon request. **The staff member is to contact the Bursar office in the event of a change in family status, termination or change in dependency status.** The employing department is certifying the date of continuing employment. Forward the form to Human Resources for final approval.

**Required Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Required Signature of Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify the employee listed above has been employed since \_\_\_\_\\_\_\_\_\\_\_\_\_ (If employment has not been continuous, it should be noted.)

**Signature:** \_\_\_\_\_ **(Human Resources) Date:** \_\_\_\_\_

Bursar Office Use Only: Date Entered _____ Initials _____
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**Staff Child And Staff Spouse Remission Policy**  
**Please refer to Executive Memorandum No. C-7**

- If a staff member's appointment terminates within six weeks after the start of the semester or prior to July 1 during the summer session and course work is continued, full student fees must be paid for the semester or summer session.
- If staff member is an Official Retiree of the University or disabled, they need to send the complete application to Human Resources for verification.
- Remission will not cover any special fees, technology fees, lab fees, deposits, workshop fees and differential fees.
- Part-Time Lecturers and Visiting Scholars are not eligible for fee remissions.

**Staff Child Remission**

**Staff Children Are:** (1) Natural children, stepchildren, legally adopted children, or eligible foster children who have not reached their 26th birthday prior to the term for which they will next enroll, who are unmarried and are dependents of the employee as determined for federal income tax purposes with respect to the qualified tuition reduction income exclusion or by a qualified child support order. Stepchildren and legally adopted children must have had this status for at least one full year at the time of enrollment to be eligible for this benefit. (2) Such children who have not received or completed requirements for a baccalaureate (or equal) degree from a four year degree granting institution; and (3) such children who are eligible for admission and retention under existing University policies.

- Parent or guardian is employed in a regular half-time or more position or an active duty member of the Armed Forces with duties performed on a Purdue Campus or disabled and receiving short-term or long-term disability benefits or retired or deceased and eligible to receive benefits as outlined in Executive Memorandum No.B-35.
- Student must be a full or part-time degree seeking undergraduate student.
- Student must not have earned a baccalaureate or professional degree from any institution.
- Student must be seeking a degree offered by the Northwest, West Lafayette or Fort Wayne campuses.
- Student must be under 26 years of age to initially obtain the remission.
- Students who are enrolled and turn 26 years of age will be eligible for the fee remission as long as they are continuously registered.

**Staff Spouse Remission**

- The staff member must have been employed on a continuous basis for at least two years before the spouse is eligible for the remission. (First day of the semester constitutes the cut off date.)
- The remission rate will apply for a maximum of seven (7) credit hours for Spring and Fall semesters and four (4) credit hours for the Summer session. Full fees will be assessed on each hour over the limit.

Remission applies to undergraduate and graduate courses.

- The regular spouse fee remission does not apply to graduate staff; however, non-resident graduate staff spouses are eligible for remission of non-resident tuition.

**Note:** Please make sure to obtain both the employee and department head signatures on this application. Forms will not be processed without proper certification. Return the completed application form to Human Resources.

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**Hammond Campus**

2200 169th Street \* Hammond, IN 46323  
(219) 989-2301 \* pnw.edu

**Westville Campus**

1401 S. U.S. Hwy 421 \* Westville, IN 46391  
(219) 785-5460 \* pnw.edu

## Taxable Remission Information:

Under current Federal laws all or some portion of tuition remission benefits may be subject to income or FICA taxes. It is the policy of Purdue University to comply with Federal and State laws requiring the reporting of such income and withholding of such taxes. The University's Human Resources Service Center will deduct the required tax withholdings from the employee's regular paycheck during the semester period. An appropriate information return may be issued to an official retiree or to the Qualifying Surviving Spouse/Dependent of a deceased employee.

Applicant*	Enrollment	Tax Implications
Regular Employee applying for <i>Staff</i> Remission	Undergraduate	Remission benefits are not taxable
	Graduate, or Professional	Tax Benefits are taxable per IRS regulations after the first \$5,250
Graduate Teaching or Research Assistant applying for <i>Staff</i> Remission	Graduate, or Professional	Remission benefits are not taxable
Dependent Child applying for <i>Staff Child</i> Remission	Undergraduate	Remission benefits are not taxable
Non-Dependent Child applying for <i>Staff Child</i> Remission	Undergraduate or Professional	All remission benefits are taxable
Spouse applying for <i>Staff Spouse</i> Remission or Qualifying Surviving Spouse Remission	Undergraduate	Remission benefits are not taxable
	Graduate or Professional	All remission benefits are taxable
Surviving Child, Dependent of Staff/Official Retiree in Year of Death, or both Parents deceased and under Age 25	Undergraduate	Remission benefits are not taxable
Surviving Child, unless Dependent of Staff/Official Retiree in Year of Death, or both Parents deceased and under age 25	Undergraduate or Professional	All remission benefits are taxable.

\* For purposes above, any reference to Staff shall include an individual whose University status is "official retiree".