

Application for Staff Child or Staff Spouse Fee Remission

Bursar Office Form 1015 – Revised 07/07/25

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 _____

Tuition for Employees and Dependents Registered as Students (II.D.3) Staff Fee Remission General Information

Please refer to the Policy: *Tuition for Employees and Dependents Registered as Students (II.D.3)*.

This policy may be found here: <https://www.purdue.edu/policies/business-finance/iid3.html>

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".