

UNIVERSITY OF ROCHESTER
TUITION BENEFITS PLAN FOR DEPENDENT CHILDREN OF FACULTY AND STAFF

**Instructions for Application and Waiver Procedure
for Credit Courses Taken at the University of Rochester and
Musical instruction at the Eastman Community Music School**

Tuition Waiver Procedure

Step # 1 Employee:

- Completes Application for Tuition Waiver (one application per individual for each term)
 - Completes Employee Section
 - Certifies the dependent child is a first-time, first-year matriculated student, returning UR student, transfer student or non-matriculated student
 - Signs application
- Keeps cover sheet with instructions for application and waiver procedure
- Returns completed application to Tuition Benefits Office at Brooks Landing, Box 278955
- Dependent children who are matriculated and intend to apply for financial aid need to contact the Financial Aid Office as soon as possible.

Completed application must be received by the Benefits Office no later than 30 days after the start of the course(s). Retroactive requests will not be approved.

Step # 2 Dependent Child:

- Registers for course(s)

Step # 3 Benefits Office:

- Confirms eligibility, authorizes the application for tuition waiver for each applicable benefit level, and forwards waiver to Financial Aid Office for calculation of tuition benefits for each level approved by the Benefits Office

Step # 4 Financial Aid Office:

- Calculates the amount of the tuition benefit based upon the level approved by the Benefits Office
- Sends the employee a copy of the award letter with the applicable benefit amounts calculated
- Credits the dependent child's student account by the greatest dollar benefit, unless otherwise notified by employee
- Sends copy of waiver with applicable benefits tuition amount calculated to the Tuition Benefits Office at Brooks Landing, Box 278955

Tuition Waiver Information

- Eligibility:
 - Please review the eligibility for Dependent Child Tuition Benefits online at <http://www.rochester.edu/working/benefits/tuition>.
- Tuition benefits are provided for credit-bearing courses only. Audits will not be covered.
- Cost of supplies, textbooks and the like will not be covered.
- The tuition benefit for a dependent child is available only while the employee is employed by the University and meets the applicable requirements. Should employment cease (or eligibility otherwise cease) during an academic year, the benefit will be prorated for the course of that year.
- Tuition Benefits will be prorated for part-time study.
- Tuition Benefits for Dependent Children are available for up to four years of undergraduate study, not to exceed a total of 8 semesters or 12 quarters (including summer semesters or quarters).
- Questions regarding the Tuition Benefits Plan should be directed to the Benefits Office at 585.275.7013.

**APPLICATION FOR DEPENDENT CHILD TUITION WAIVER
FOR COURSES TAKEN AT THE U of R and
MUSICAL INSTRUCTION AT THE EASTMAN COMMUNITY MUSIC SCHOOL**

(Before completing application, please read cover sheet for instructions)

EMPLOYEE SECTION

Employee Name _____ University Telephone _____
 Division/Department _____ Work Status Full-time Part-time
 Intramural Address _____ Job Title _____
 Dependent Child Name _____ Employee ID# _____
 Student ID# _____

FALL WINTER SPRING SUMMER Starting _____ Ending _____
 (Check one semester only) (month/year) (month/year)

Undergraduate Course(s)? Yes No

Do you intend to apply for financial aid? Yes No

Is this application for musical instruction at the Eastman Community Music School? Yes No

Please check the applicable box:

<u>First-time, First-year, Matriculated Student</u>	<u>Returning UR Student</u>	<u>Transfer Student</u>	<u>Non-Matriculated Student</u>
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Signature of Employee _____ Date _____

FINANCIAL AID OFFICE USE ONLY

Full-Time Faculty/Staff Tuition Benefits:

_____ a) **100%** of the stated full tuition cost at the applicable University of Rochester school or college for a dependent child matriculated as an undergraduate at the University, foregoing any other institutional scholarship or grant aid, whether need-based, Community Grant, Meliora, merit or other such scholarship/grant programs, for up to four years of undergraduate study, not to exceed a total of 8 semesters or 12 quarters (including summer semesters or quarters).

Benefit Amount Per Semester: \$ _____

_____ b) **50%** of the stated full tuition cost at the applicable University of Rochester school or college for a dependent child enrolled at the University, foregoing any other institutional scholarship or grant aid, whether need-based, Community Grant, Meliora, or other such scholarship/grant programs (with the exception of merit awards), for up to four years of undergraduate study, not to exceed a total of 8 semesters or 12 quarters (including summer semesters or quarters).

Benefit Amount Per Semester: \$ _____

_____ c) **25%** of the difference between (i) the stated full tuition cost at the applicable University of Rochester school or college for a dependent child enrolled at the University and (ii) the total need-based scholarship and need-based grant aid provided from all sources to that dependent child, again foregoing any other institutional scholarship or grant aid, such as Community Grant, Meliora or other such scholarship/grant programs (with the exception of merit awards), with the 25% difference "blinded" from University need-based aid decisions, for up to four years of undergraduate study, not to exceed a total of 8 semesters or 12 quarters (including summer semesters or quarters).

Benefit Amount Per Semester: \$ _____

Part-Time Faculty/Staff Tuition Benefits:

d) **25%** of the difference between (i) the stated full tuition cost at the applicable University of Rochester school or college for a dependent child enrolled at the University and (ii) the total need-based scholarship and need-based grant aid provided from all sources to that dependent child, again foregoing any other institutional scholarship or grant aid, such as Community Grant, Meliora or other such scholarship/grant programs (with the exception of merit awards), with the 25% difference "blinded" from University need-based aid decisions, for up to four years of undergraduate study, not to exceed a total of 8 semesters or 12 quarters (including summer semesters or quarters).

Benefit Amount Per Semester: \$ _____

Financial Aid Approval _____ Date _____

Signature of Human Resource Representative _____ Date _____

- _____ 2-17130-4855 25% Eastman Community Music
- _____ 2-17130-4851-F423 Dependent Child of Staff
- _____ 2-17130-4853-F424 Dependent Child of Faculty
- _____ 2-17130-4861-F4TS 100% Dependent Child of Staff
- _____ 2-17130-4863-F4TF 100% Dependent Child of Faculty