

# Montana University System Dependent Partial Tuition Waiver Application

***This application is solely to determine eligibility for the Dependent Partial Tuition Waiver. It does not register you with the University nor does it enroll you in classes.***

**DEPENDENT STUDENTS AND EMPLOYEES MUST BOTH COMPLETE THE FOLLOWING AND SIGN AND DATE IN THE SPACES PROVIDED. EMPLOYEES MUST COMPLETE THIS FORM AND RETURN IT TO THEIR CAMPUS HUMAN RESOURCES/PERSONNEL OFFICE WITHIN THE DEADLINES ESTABLISHED BY EACH CAMPUS.**

DEPENDENT/SPOUSE		EMPLOYEE	
Name:		Name:	
Student ID #:		Banner ID #:	
Relationship to Employee:		Employing Dept.:	
Applying for Session/Semester: (Summer/Fall/Spring/Yr)		Are you currently using a Faculty/Staff Fee Waiver?	
Will you be combining this Dependent Partial Tuition Fee Waiver with any other university fee waiver or scholarship?		Employing Montana University System Campus	
Please list all campuses where you may utilize this fee waiver:			

- Employees must have completed 5 years of employment at  $\frac{3}{4}$  time or more without a break in service as of the first day of the academic term in order to be eligible for the dependent tuition waiver benefit.
- Employees who utilize the faculty and staff tuition waiver are not eligible for a dependent partial tuition waiver during the same academic term.
- For each qualifying employee, only one dependent may utilize a dependent partial tuition waiver in an academic term.
- An eligible dependent includes the employee's spouse and any child who is claimed as a dependent for federal tax purposes during the calendar year that includes the first day of the semester for which the tuition waiver is utilized who is unmarried and under the age of 25. Documentation that a dependent has been claimed in the tax year the benefit is used may be required to determine eligibility, for audit purposes or in cases of suspected misuse.

By signing below we certify we meet all the eligibility guidelines set forth above. Misrepresentation of eligibility by employee or student may be cause for the employee's discharge and any tuition waiver received may be withheld from the employee's salary or charged to the student's account. The value of the tuition waiver may also be withheld from the employee's paychecks or charged to the student's account if the employee terminates employment or has their FTE reduced to below  $\frac{3}{4}$  time during the academic term.

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

**Official Use Only:** **Human Resources/ Personnel:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Date**

**Financial Aid:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Date**