

## Request for Dependent Tuition Waiver

The spouse, domestic partner\* or dependent children of employees are eligible for a waiver based on the following: **Full-time Regular:** dependents enrolled within UMS system as a full-time student or as a part-time student who is matriculated are eligible for 50% tuition. **Part-time regular:** eligible dependents (excluding PATFA) are eligible for a waiver of one-fourth tuition, provided that the spouse, domestic partner or child is attending a campus of the UMS system as a full-time student or as a part-time student who is matriculated. **PATFA:** dependents must be enrolled full-time and are eligible for 50% off tuition. (waiver does not apply to summer session) **Full time faculty:** dependents are eligible for a waiver of 55% tuition, provided that they are attending UMS system as a full-time student or part-time matriculated. Non matriculated dependents of full-time faculty may take summer/winter terms with 55% waiver of tuition.

**Graduate students:** Only the courses taken as part of an approved program of study for the degree qualify for the waiver. Please refer to your employee handbook or collective bargaining agreement at <http://www.maine.edu/about-the-system/system-office/human-resources/>, for more information on tuition waiver eligibility and availability of waiver for Summer Sessions.

The dependent child must be your or your domestic partner's natural, adoptive, or stepchild and must be economically dependent upon you for support, as is usually demonstrated by dependency status claimed on your federal tax return. This waiver does not apply to mini-courses or other non-semester course offerings or fees. This form must be completed prior to the beginning of each academic semester for which a waiver is requested and **after student is enrolled in course(s).**

<b>SECTION I:</b> <i>Employee completes Section I and forwards to the UMS Employee Benefits Center for approval and signature.</i>			
EMPLOYEE INFORMATION			
<i>Request for tuition waiver is made in accordance with the provisions of the following: (Check one.)</i>			
<b>Trustees Policy (Non-Represented)</b>		<b>Collective Bargaining Agreement</b>	
<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Police <input type="checkbox"/> Service & Maintenance	<input type="checkbox"/> Clerical/Office/Laboratory/Technical <input type="checkbox"/> Professional & Administrative <input type="checkbox"/> Faculty <input type="checkbox"/> Part-time Faculty
<i>Employee Name (Last, First, Middle)</i>		<i>Employee ID #</i>	<i>Campus of Employment</i>
<i>Employment Status</i>		<i>Date of Hire</i>	<i>Campus Address</i>
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Regular <input type="checkbox"/> Part-time Faculty			
DEPENDENT INFORMATION			
<i>Dependent Name (Last, First, Middle)</i>		<i>Student ID #</i>	<i>Date of Birth</i>
<i>Matriculated Status</i>		<i>Student Status</i>	
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
<i>Relationship to Employee</i>			
<input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner* <input type="checkbox"/> Dependent Child			
<i>Semester <u>or</u> Session / Year Applied for</i>		<i>Expected Date of Graduation</i>	<i>Program</i>
			<i>Credit Hour Load</i>
<b>IF THE REQUEST IS FOR A DEPENDENT CHILD:</b>			
<i>Did you claim this person on your most recent federal tax return?</i>		<i>Are you claiming this person on your federal tax return for the current year?</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If this person is not claimed on both years' income tax returns, please list or attach a list of your contributions to this person's financial support for this semester.</i>			
<b>Notes:</b>			
(1) If a dependent applies for student financial aid, the amount of support you provide must be reported as untaxed income or benefits.			
(2) Under Section 117 of the Internal Revenue Code, tuition waiver for a dependent is considered imputed taxable income to the employee if the student is a graduate degree candidate.			
(3) Under IRS regulations, tuition waivers for domestic partners are treated as taxable income to the employee.			
<i>I certify that the person for whom I am making this waiver request is my dependent as defined above.</i>		<i>Employee's Signature</i>	<i>Date</i>
<b>SECTION II:</b>			
<i>The UMS Employee Benefits Center verifies the <b>employee</b> and <b>financial dependence</b> information and approves or disapproves as meeting the waiver criteria. If approved, the EBC will apply waiver directly to student account. If the request is disapproved, the employee will be notified. If a request for dependent graduate tuition waiver or domestic partner tuition waiver is approved, the EBC will apply appropriate taxation as necessary.</i>			
<input type="checkbox"/> Approved	<i>Reason for Disapproval</i>		<i>EBC Staff</i>
<input type="checkbox"/> Disapproved			<i>Date</i>
<i>Cost to the University</i>		<i>Details:</i>	<i>Date</i>
\$			

\*An Affidavit of Domestic Partnership, available from the EBC, must be on file for the status to apply.

**Contact Information** Questions and/or completed forms should be directed to the UMS Employee Benefits Center, Email: [benefits@maine.edu](mailto:benefits@maine.edu), Fax: (207) 561-3454, Tel: Toll-free (866) 269-9635 or Local (207) 973-3373, 65 Texas Avenue, Bangor ME 04401. **Please allow 10 business days for processing AFTER billing charges have been generated. You will be notified via email once the waiver has been processed.**