



Tuition Credit Application

The tuition credit benefit is limited to tuition and does not include administrative fees; the costs of books, instruments and other supplies; or any other costs and expenses. Payment for any fees not covered by the tuition credit should be made to Salus University upon receipt of invoices. A separate Tuition Credit Application must be submitted annually for a determination of continued eligibility. One form is needed for each dependent benefit.

Upon completion, return this form to the Director of Human Resources by no later than 60 days prior to the start of the academic or certificate program.

EMPLOYEE INFORMATION

Employee name (last, first, middle initial) _____

Employee Social Security number: _____

Employee's current FTE: _____

CHILD'S INFORMATION

Child's Name (last, first, middle initial) _____

Child's Date of Birth: _____

Child's Social Security number: _____

Child's Age at time of Application: _____

Relationship of Child to Benefit-Eligible Employee: *circle one*:

Biological child

Adopted child

Legal guardianship

DEGREE/CERTIFICATE PROGRAM INFORMATION

Application for the benefit for:

Program/Degree: _____

Start Date: _____

Annual Amount of Tuition Requested for Remission Requested: \$ _____

I have read and understand the provisions of the Tuition Credit as described in the Tuition Credit Policy. I also agree to pay the University for any charges that may be due if I leave the University prior to the official end of semester. I understand that this benefit is considered taxable income and may reduce my take-home pay.

I certify that the information on this application is correct and complete.

Print Full Name of Employee

Employee's Signature

Date

To be eligible for this benefit, the child must be the biological child, adopted child, or ward of the Salus University benefit-eligible employee. **Documentation of the parent-child or guardian-ward relationship is required** and must be submitted to the Human Resources Office. The documentation will be reviewed by these offices to determine if the eligibility requirement has been satisfied.

ACCEPTABLE DOCUMENTATION:

Documentation that the child is the biological child, adopted child, or ward of the employee is required. Salus will make photocopies of this documentation and retain it in its files as proof of eligibility for this benefit.

- A. **Biological Child** - A certified copy of the child's birth certificate **SHOWING THE EMPLOYEE IS THE MOTHER OR FATHER OF THE CHILD.** A certified copy is one which contains the **raised seal** of the issuing agency and a certification that the copy is an exact copy of the birth certificate on file at the issuing agency. Be certain you request that the names of the parents appear on the certified copy of the birth certificate. **Photocopies of certified copies are not acceptable.**

Certified copies may generally be obtained for a small fee from the Department of Health of the municipality in which the child was born. It may be necessary to contact the specific municipality involved before sending the request.

Birth certificates written in a foreign language must be submitted with a certified translation to English. If a certified copy of the birth certificate cannot be obtained, the employee must provide a written explanation as to the reason for this unavailability and submit other documentary evidence of the parent-child relationship which will be evaluated by Salus as to its adequacy.

- B. **Adopted Child** - Normally, once a child has been adopted, the child's birth certificate will be modified as part of the adoption proceedings to show the adoptive parent(s) as the child's parent(s). Therefore, the same process as indicated above for requesting a certified copy of the birth certificate should be followed.
- C. **Legal guardianship** - A certified copy of a court order stating that a court-appointed legal guardianship exists will be accepted as evidence of the parent-child relationship. Execution of Power of Attorney papers granting such power to a nonparent or award of temporary custody to a nonparent are not the equivalent of legal guardianship and will not qualify for tuition remission benefits.

INTERNAL USE ONLY:

Employee is eligible for the following percentage of tuition remission: _____ %

Approved by:

Director of Human Resources signature

Date