

**APPLICATION (PUBLIC ACT 90-0282) for students NOT attending Illinois State University
Interinstitutional 50% Tuition Waiver for Children of Public University Employees**

Application for 50% Tuition Waiver at (name of university/campus): _____

Semester and year for which request is made: Fall _____ Spring _____ Summer _____

Student Name: _____ Birthdate: ____/____/____ SSN: ____-____-____ Phone: ____-____-____

Student Campus Address: _____

Student Permanent Address: _____ City: _____ State: _____ Zip: _____

Student Certification of Registration Compliance & Acknowledgement of Policies

1. I certify that I am not required to be registered with Selective Service because (CHECK ONE BELOW):
 - A. I am female.
 - B. I am a permanent resident of the trust territory of the Pacific Islands or the Northern Mariana Islands.
 - C. I have not reached my 18th birthday.
 - D. I am in the armed services on active duty (members of the Reserves and National Guard are not considered on active duty).
 - E. I was born before 1960.

2. I certify that I am registered with the Selective Service.

I hereby declare that the **Student Certification of Registration Compliance** is true and correct and that I am a child or stepchild who is eligible for the 50% tuition waiver pursuant to P.A. 90-0282 and related policies/procedures. I request and understand that this information will be verified by accessing university records, and that total partial undergraduate tuition waiver benefits granted to me may not exceed the 4-year limitation established in P.A. 90-0282. In the event this application contains any false statements, errors or omissions pertaining to my parent's service record or in the event total partial undergraduate tuition waiver benefits among eligible institutions exceed the 4-year limitation, I will be responsible for the full value of any ineligible benefits that I may have received.

I understand that a separate "**Tuition Waiver Benefit Utilization Record**" must be completed for each institution in which I have been enrolled while utilizing these tuition waiver benefits, that the tuition waiver benefit utilization record may be subject to verification by the tuition waiver granting institution, and that tuition waiver approval protocols shall be subject to individual university policies. (See attached policy statement for additional information.)

Student Signature: _____ Date: _____

Parent's Disclosure/Certification of Other Illinois Public University Employment

Instructions: Please complete the following information as thoroughly as possible. All items must be completed. Percentage and dates of employment must be listed for each position claimed. The *human resource or personnel office* at listed university may formally confirm the employment record and/or parent/child relationship through the use of university employment/benefit records at all locations for which employment credit is claimed. Confirmation procedures may require additional documentation.

Qualified Employee (Parent) Name: _____ SSN/ID#: _____ Work Phone: ____-____-____

Employing University: _____ Category: Faculty Administrative Professional Civil Service

I hereby declare that this student is my child or stepchild. Employee signature is not required as a condition of student eligibility.

Employee Signature: _____ Date: _____

To Be Completed by Applicant/Parent (use additional sheet if necessary)

Institutional (branch or location) (list current employer first)	Inclusive Dates of Employment	Percent of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR OFFICE USE ONLY

<i>Applicant Information Confirmed/Corrected</i>	<i>Authorized University Signature & Printed Name</i>	<i>Date</i>

<i>Account #:</i> _____	<i>Amount:</i> _____	<i>F.A. Initials:</i> _____	<i>Date:</i> _____

TUITION WAIVER BENEFIT UTILIZATION RECORD

Public Act 90-0282

Instructions: The following information must be completed by ALL students. **PLEASE PRINT**

Student Name: _____ Local Phone # _____ Social Security #: _____
Address: _____ City, State, Zip: _____
Major: _____ Expected Graduation Date: _____
This application is for the 50% Child of Employee Tuition Waiver benefit to be used at: _____ <small>(see list of eligible universities in Part A below)</small>

PART A:

Have you (the student applicant) used the 50% Child of Employee Tuition Waiver benefit at any campus of the following universities?
(Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Southern Illinois University, University of Illinois, or Western Illinois University)

YES

If "YES", complete PARTS B and C.

NO

If "NO", proceed to PART C.

PART B:

University academic term(s) during which the 50% tuition waiver benefit was utilized:

A separate "Tuition Waiver Benefit Utilization Record" form must be completed for each institution in which the student has been enrolled while utilizing tuition waiver benefits pursuant to P.A. 90-0282.

Name of University: _____ Semester/Year: _____

Name of University: _____ Semester/Year: _____

Name of University: _____ Semester/Year: _____

Name of University: _____ Semester/Year: _____

Name of University: _____ Semester/Year: _____

Name of University: _____ Semester/Year: _____

PART C:

I hereby declare that all previous or concurrent academic terms, during which the 50% Child of Employee Tuition Waiver benefit was utilized, are accurately accounted for above or on an additional "Tuition Waiver Benefit Utilization Record". I request and understand that this information may be verified by means of accessing university records and that the total 50% Child of Employee Tuition Waiver benefits granted to me may not exceed the 4-year limitation established in P.A. 90-0282.

Student Signature: _____ Date: _____

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50% tuition waiver benefit utilization record confirmation (optional as requested by the tuition waiver granting institution):
In accordance with institutional standards for tuition waiver benefit utilization, the record outlined above is correct.

Name: _____

Authorized signature of record confirmation by the
Financial Aid Office

Date
(Revised 11/30/05)

Inter-Institutional 50% Tuition Waiver For Children of Public University Employees

General Overview

The Inter-Institutional tuition waiver for children provides a 50% tuition waiver for up to 4 years of **undergraduate education only (excluding non-credit courses)**. This benefit applies as long as the child maintains satisfactory academic progress towards graduation and the parent is a current employee in active status (including those on approved leaves of absence and not on permanent layoff).

Student Eligibility

- Must be under age 25 at the beginning of any academic year (defined as the first day of instruction) in which the waiver will be effective.
- Must be the natural child, adopted child, or stepchild of an eligible employee.
- Must attend one of the nine Illinois public universities listed below.

Parent Eligibility

- Must be a current employee at one of the nine Illinois public universities listed below and be employed at 50% time or more in a SURS eligible appointment capacity.

Chicago State University	Eastern Illinois University	Governor's State University
Illinois State University	Northeastern Illinois University	Northern Illinois University
Southern Illinois University	Western Illinois University	University of Illinois
- Must be a current employee in active status as of the first day of the academic term at the university where the child is enrolled. Changes in status after the academic term begins will only affect future academic terms and the university issuing the tuition waiver must be notified.
- Must have completed at least 7 years of eligible employment (50% or more) as of the first day of the academic term at the university where the student is enrolled. The 7 years can be a combination of employment among the nine universities and do not have to be consecutive. If this is the case, be sure to denote time frames worked and name the university where employed. Employment records of two employed parents cannot be combined to meet the 7-year employment requirement. If both parents are employees, the maximum tuition waiver is still only 50%.

Basic Processing Instructions

- Either the parent or the child/student can request the application from any one of the nine public universities listed above or print from the Illinois State University website at: www.hr.ilstu.edu/benefits/tuition_waiver.shtml
- Each student must complete the area titled "Tuition Waiver Benefit Utilization Record" found on the reverse side of the application. If the student attended more than one university, the student must complete a copy of this side of the form for each prior public university attended. Extra application forms may be necessary or you may photocopy the reverse side to provide another form.
- All completed forms should be returned to the Human Resources Office where the parent is employed. That office will verify the current employment of the parent. If the parent has worked at another listed university **prior** to the current employer and needs this employment to meet the 7-year requirement, verification by that university will also be required.
- Please be aware that when the 50% tuition waiver is awarded to a child of a public university employee, it is considered "financial aid" and is processed along with other types of financial aid. At *Illinois State University*, depending on each student's individual financial aid situation, all, part, or none of the tuition waiver may be awarded. In general, outside sources of funds (grants and scholarships) will supercede this tuition waiver, while this tuition waiver will supercede loan monies. This may not be the case at other public universities.
- Please follow the instructions required by the university your child attends, as each university has different requirements regarding frequency of application and payment schedules.

PROCESSING INSTRUCTIONS

1. Complete the attached Inter-Institutional application. Sign and date where specified on all forms.
2. Complete the *Tuition Waiver Utilization* area found on the reverse side of the application. Verification is required for each university and more than one form may be required. (If you attend another public university during the academic year [for instance, summer], report the usage to the other public university you attend. This can be accomplished by completing a Utilization form.)
3. **Return the completed forms to the Human Resource Office at the university where your parent is employed.** Illinois State University employees should return completed forms to Felicia Young, Campus Box 1300, Normal, IL 61790-1300. The employing university will verify your parent's employment and then forward your application to the appropriate representative at the university where you are enrolled.
4. The university you are attending will notify you if your tuition waiver is approved.
5. Application requirements and payment schedules vary among the nine public universities, so adhere to any university specific requirements where you are enrolled for classes.