

**APPLICATION (PUBLIC ACT 90-0282)
Inter-institutional 50% Tuition Waiver for Children of Public University Employees
Illinois State University Student with Parent *NOT* Employed at Illinois State University**

Semester and year for which request is made: Fall _____ Spring _____ Summer _____
 Student Name: _____ Birthdate: ____/____/____ ISU UID#: ____-____-____ Phone: ____-____-____
 Student Campus Address: _____
 Student Permanent Address: _____ City: _____ State: _____ Zip: _____

Student Acknowledgement of Policies

I understand that a separate “**Tuition Waiver Benefit Utilization Record**” must be completed yearly 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: _____ University 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) <small>(list current employer first)</small>	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>

Account#: _____ Amount: _____ F.A. Initials: _____ Date: _____

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 # _____ ISU UID #: _____

Major: _____ Expected Graduation Date: _____

Student Email: _____ Parent Email: _____

This application is for 50% off at Illinois State University only

Is this your first application to Illinois State University for this waiver? NO YES - *You must provide proof of your relationship to the listed employee.* Please check the appropriate box below, then refer to the instructions for acceptable proof of relationship.

My relationship to the listed employee is that of: Child Stepchild Other: _____

NOTE: Returning students with a break in attendance (other than summer) at Illinois State University must also supply proof of relationship.

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:

If the 50% Child of Employee Tuition Waiver benefit is to be used at Illinois State University AND all prior utilization was at Illinois State University, check here _____ and proceed to PART C. 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: _____

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 08/14)

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
Illinois State University
Southern Illinois University

Eastern Illinois University
Northeastern Illinois University
Western Illinois University

Governor's State University
Northern 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 Illinois State University or print from our website http://hr.illinoisstate.edu/benefits/tuition_waivers/.
- Each student must complete (yearly) 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 can 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 supersede this tuition waiver, while this tuition waiver will supersede loan monies. This may not be the case at other public universities.
- Please follow the instructions supplied by Illinois State University for a tuition waiver at Illinois State University, as each university has different requirements regarding frequency of application and payment schedules.

INSTRUCTIONS (for a Student Attending Illinois State University)

Implementation of the Inter-Institutional 50% Tuition Waiver for children of public university employees can vary slightly among the 9 public universities. The following instructions apply for a student who will attend or is attending Illinois State University.

- The 50% tuition waiver benefit applies towards 126 credit hours, of which 63 (or 50%) are waived. A tuition waiver application must be submitted each academic year (fall, spring, and summer). To ensure timely processing of this benefit, applications should be received in the Office of Human Resources, Illinois State University, Campus Box 1300, Normal, IL 61790-1300.

Start of 2 nd half of Spring Semester	If applying ONLY for Summer
Start of Interim Term	If applying for Fall, Spring and (if desired) Summer
Start of 2 nd half of Fall Semester	If applying ONLY for Spring and (if desired) Summer
- **EFFECTIVE 7/1/06, APPLICATIONS MUST BE RECEIVED PRIOR TO THE END OF THE SEMESTER APPLIED FOR IN ORDER TO BE PROCESSED.** Applications received after the end of the semester applied for will be denied. Applications for summer session must be received by 7/18, or the application will be denied.
- We encourage applications for the full academic year to be submitted by May of the previous academic year.
- Applicants will only be notified if the application is incomplete or if the tuition waiver request is refused.
- An ISU student who has a court-appointed guardian is eligible for this benefit if the guardian is a qualified employee of Illinois State University and only if the natural parents are deceased or have been declared unfit by court action.
- Ineligible employment categories for the parent include graduate assistants, Extra Help, and student employees.

PROCESSING INSTRUCTIONS

1. Complete the attached Inter-Institutional application. Sign and date where specified on all forms.
2. If the student is new to Illinois State University, the employee/student relationship must be certified with the first application ONLY. Items which certify this relationship include: birth certificate (natural child of employee), birth certificate and marriage certificate (stepchild of employee), and court document (adopted child, child with a court-appointed guardian as defined above). This documentation should be submitted with the application.
NOTE: Returning students with a break in attendance (other than summer) at Illinois State University must also supply proof of relationship.
3. 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.)
4. **Return the completed forms to the Human Resource Office at the university where your parent is employed.** That university will verify your parent's employment and then forward your application to Human Resources at ISU.

Questions?

Illinois State University
Office of Human Resources
Campus Box 1300
Normal, IL 61790-1300

PH: 309 438-8311
FAX: 309 438-7421

INSTRUCTIONS (for Student Attending Another Public University, and whose Parent Is Employed at ISU)

PROCESSING INSTRUCTIONS

1. Check http://hr.illinoisstate.edu/benefits/tuition_waivers/ for the specific form your University requires.
2. Find the appropriate form and follow instructions #1, #3 and #4 above *plus* any additional instructions from the university the student will be attending.
3. Illinois State University will forward your forms to the appropriate university office where you are attending classes.
4. The university you are attending will notify you if your tuition waiver is approved.
5. Application requirements, tuition waiver rules, and payment schedules vary among the nine public universities, so adhere to any university specific requirements where you are enrolled for classes.

(Revised 8/14)