

**ADMINISTERING THE TUITION WAIVER
REQUEST FORM**

The tuition waiver program is available to all full-time employees of Northeast. Any adjunct faculty, Sudexho employees and part-time staff personnel are not eligible for the tuition waiver. Any qualified person wishing to apply for the tuition waiver must complete a Tuition Waiver Request form in the student Financial Aid office.

A dependent child is defined the same as a dependent student applying for federal student aid. **THE DEPENDENT CHILD MUST ANSWER ‘NO’ TO ALL QUESTIONS LISTED BELOW.**

1. Were you born before January 1, 1996?
2. Will you be working on a degree beyond a bachelor’s degree in school year 2019-2020
3. As of today, are you married? (Answer yes if you are separated, but not divorced.)
4. Answer “YES” if (1) You have children who receive more than half of their support from you; or (2) You have dependents (other than your children or spouse) who live with you and receive more than ½ of their support from you, now and through June 30, 2020.
5. Are you an orphan or ward of the court or were you a ward of the court until age 18?
6. Are you a veteran of the U.S. Armed Forces?

IF A STUDENT ANSWERS ANY QUESTION “YES,” THE STUDENT IS NOT ELIGIBLE FOR A TUITION WAIVER.

A spouse is defined as a person whom the full-time employee is legally married and resides in the same household. If the employee is divorced or separated, the spouse is not eligible for the tuition waiver.

TUITION WAIVER REQUEST FORM

NAME OF STUDENT _____

ID# _____

PLEASE CHECK ONE OF THE FOLLOWING

DEPENDENT CHILD _____

OR SPOUSE* _____

OF _____

____ YES ____ NO 1. Was this dependent child born before 1/1/1996?

____ YES ____ NO 2. Will this dependent child be working on a degree beyond a bachelor's degree in school year 2019-2020?

____ YES ____ NO 3. As of today, is your child married? (Answer yes if they are separated, but not divorced.)

____ YES ____ NO 4. Does your dependent child have a dependent child or a dependent (other than a child or spouse) for whom he/she provided more than ½ of their support now and through June 30, 2020?

____ YES ____ NO 5. Is the dependent child an orphan or ward of the court or ward of the court until age 18?

____ YES ____ NO 6. Is this dependent child a veteran of the U.S. Armed Forces?

*A spouse is defined as a married partner living in the same household.

Additional procedures for the tuition waiver request may be received from the Financial Aid Office.

Please indicate the semester(s) you wish to receive a tuition waiver.

____ Fall 19/20 Hours _____

____ Spring 19/20 Hours _____

____ Summer 19/20 Intersession Hours _____ Session 1 Hours _____

Session II Hours _____

Signature of Employee

Date