

Request for Domestic Partner Tuition Assistance - Undergraduate Courses

New January 2006: One year of service and passing grade is required to be eligible for tuition benefit. See plan doc. <http://hr.wustl.edu>

Instructions to Employee:

1. Complete Sections 1 through 4. Please print or type clearly. **Form will be returned if not completed properly.**
2. Retain a completed copy for yourself, and submit **original** form to Employee Benefits, **Campus Box 1190**.
3. Student must complete registration at designated school. Please advise the school of your Employee ID or Social Security #

Section 1: Employee Information	
Name of employee	
Social Security #	
and Employee ID #	
Campus Box number	
E-mail address	
Office Phone number	
Union status (circle one)	Non-Union Union
Hire date	
(5 yrs service required to enroll in day program courses.)	

Section 2: Student Information	
Name of student	
Social Security #	
Are these courses eligible for reimbursement under another plan (i.e., domestic partner's employer)?	No / Yes – if yes, please attach documentation.

Section 3: Course Information Complete a current form each semester. Submit form prior to the first day of classes.				
Semester	WU school name (e.g., University College)			
	Course #1	Course #2	Course #3	Total
Name of course Day and time of course				-----
Course and section number				-----
A # of credit hours				
B Cost per credit hour				-----
AxB=C Total cost this semester				

Section 4: Employee Signature **PLEASE READ CAREFULLY**

I verify that I have read the Spouse/Domestic Partner Tuition Assistance Plan dated 1-1-06 and agree to its terms. If I am found to be ineligible for this benefit, I agree to remit payment for the full amount due. Should I fail to remit payment in a timely manner, I authorize payroll deduction for the amount due.

I understand the tuition assistance benefits provided on behalf of my domestic partner are taxable to me. To ease the impact on my net pay, taxation will be spread over a two month (summer semester) or four month (fall and spring semester) period. During this period, my net pay will be reduced by the additional taxes withheld. I therefore authorize this increase in my current year's taxable income. If requested by Employee Benefits, I agree to submit an affidavit to certify the eligibility of my domestic partner.

I understand that a passing grade must be achieved in order to retain the tuition benefit. Information regarding students who fail a course will be obtained by Student Records to determine eligibility. I understand that I will be responsible for all associated fees should my domestic partner decide to drop the course(s) enrolled in after the first week of class, or fail a course. Should I fail to remit payment for dropped classes in a timely manner, I authorize a deduction(s) from my paycheck for the amount due.

Signature of Employee

Date

Questions regarding Tuition Assistance benefits, and/or to obtain current Tuition Assistance request forms, please visit the HR website at <https://hr.wustl.edu/>. To determine benefit eligibility, please call Employee Benefits at 935-5759.

Section 5: Employee Benefits Approval

I verify that this employee is a current, full-time employee eligible for benefits. Additionally, the eligibility of the domestic partner has been verified.

Signature of Employee Benefits Representative

Date

Section 6: Accounts Receivable Summary					
	Total	Account to Credit in SIS			
Amount provided by Employee Benefits (50% of total amount per C of Section 3)		DBEN	14	0000	7605
		ACAD YR	TRANS CODE	LC	DEPT BUOB
Amount Employee is responsible for paying		Not applicable			
Total (Should agree to C of Section 3)		Not applicable			
Date student account credits posted in SIS					

HR: Complete Section 5, and route original to Accounts Receivable, Campus Box 1147. Fax a copy to applicable WU School.

A/R: Complete Section 6 and process student account adjustments.