

TUITION REMISSION/WAIVER

STUDENTS NAME (LAST, FIRST, MIDDLE)		STUDENT BIRTHDATE
REQUESTED BY (NAME OF WHITMAN EMPLOYEE)	___ EXEMPT ___ NON-EXEMPT	___ FULLTIME ___ PART-TIME _____ %
DATE OF HIRE	WHITMAN ID#	

<u>FEE REMISSION (PAYMENT OF TUITION FOR ATTENDANCE AT OTHER COLLEGE/UNIVERSITY)</u>			
COLLEGE/UNIVERSITY _____		NW TUITION CASH GRANT	
ADDRESS (STREET) _____			
CITY _____		STATE/ZIP _____	
INSTITUTION'S TUITION \$ _____		PAYMENT REQUESTED FROM WHITMAN COLLEGE \$ _____	
PAYMENT IS FOR	___ 1st SEMESTER 20 ___	___ FALL QTR 20 ___	PERCENT OF FULLTIME ATTENDANCE _____ %
	___ 2nd SEMESTER 20 ___	___ WINTER QTR 20 ___ ___ SPRING QTR 20 ___	
MAKE CHECK PAYABLE TO: _____ EMPLOYEE _____ COLLEGE/UNIVERSITY			
CHECK DELIVERY INSTRUCTIONS	___ MAIL TO ABOVE ADDRESS (COLLEGE/UNIVERSITY)		
	___ EMPLOYEE WILL PICK UP (Mem 107) Ext # _____		
	___ EMPLOYEE E-CHECK (must be signed up for direct deposit for reimbursements)		
	___ MAIL TO _____		

<u>WAIVER OF WHITMAN TUITION FOR CHILD</u>		
___ % OF FEE WAIVED	___ FALL SEMESTER ___ SPRING SEMESTER	___ FULL-TIME STUDENT

Employee requests a fee remission or tuition waiver as indicated above. The employee does hereby certify that the child is a legal dependent (IRS definition) of the employee and is a student under the age of 24. A copy of the school's tuition statement is required each semester/quarter. When the option of having the check made payable to the employee, the employee certifies they are asking for reimbursement of tuition that the employee has already paid. Failure to adhere to remission requirements may create a tax liability. (Seek advice of a tax consultant if you have any questions)

EMPLOYEE SIGNATURE _____	DATE _____
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APPROVED _____	(BUSINESS OFFICE USE ONLY) DATE _____
_____	ACCOUNT NUMBER _____
_____	VOUCHER ID _____
_____	CHECK NUMBER _____