TUITION REMISSION/WAIVER

STUDENTS NAME (LAST, FIRST, MIDDLE)		STUDENT BIRTHDATE	
REQUESTED BY (NAME OF WHITMAN EMPLOYEE)	FACULTY STAFF	FULL-TIME PART-TIME %	
DATE OF HIRE	WHITMAN ID#		
FEE REMISSION (PAYMENT OF TUITION FOR A	TTENDANCE AT OTHER COLLEG	GE/UNIVERSITY)	
COLLEGE/UNIVERSITY		NW TUITION CASH GRANT	
ADDRESS (STREET)		_	
CITY	STATE/ZIP		
INSTITUTION'S TUITION \$	PAYMENT REQUESTEDFROM W (Completed by Human Resources)\$_		
PAYMENT IS FOR 1st SEMESTER 20	SPRING QTR 20 FULL	ENT OF TIME NDANCE%	
MAKE CHECK PAYABLE TO: EMPLOYEE	COLLEGE/UNIVERSITY		
CHECK DELIVERY INSTRUCTIONS MAIL TO ABOVE ADDRESS (COLLEGE/UNIVERSITY) EMPLOYEE WILL PICK UP (Mem 107) EMPLOYEE E-CHECK (must be signed up for direct deposit for reimbursements) MAIL TO MAIL TO			
WAIVER OF WHITMAN TUITION FOR CHILD 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 dependent is a legal dependent (IRS definition) of the employee and is a student under the age of 24 (Whitman tuition waiver is taxable for students age 24-28. See exception in Whitman tuition policy).			
Under 24 non-taxable	Age 24+ taxable		

A note about the taxability of the cash grant when used for fees required by the institution for enrollment in the student's program of study. In general, Internal Revenue Code (IRC) Section 117(d) requires that Whitman College's payment of such fees be treated as taxable income to the employee. Consequently, the Office of Accounting and Business Services will make an appropriate withholding of taxes from the employee's paycheck shortly after the cash grant is issued.

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A copy of the school's tuition statement is required each semester/quarter. It is the employee's responsibility to know and communicate if any financial aid awarded to the student is restricted to tuition. When choosing 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 S	IGNATURE	DATE
APPROVED	DATE	ACCOUNT NUMBER
		VOUCHER ID