



## Tuition Remission Application for Dependents

In order to receive tuition remission at Rhodes, the employee must complete, sign and submit this application to Human Resources for approval. After eligibility is confirmed and tuition remission is approved, the dependent must complete an "Application for Admissions". Both the completed Application for Tuition Remission and the completed Application for Admissions with the required supporting documents must be submitted to the Office of Admissions by the required application deadline.

<b>Faculty/Staff Data</b>	Last Name _____ First _____ MI _____	
	Address _____	
	City _____ State _____ Zip _____	
	Social Security Number _____ - _____ - _____ Rhodes ID# _____	
<b>Spouse/Dependent Data</b>	Last Name _____ First _____ MI _____	
	Social Security Number _____ - _____ - _____ Amt Remitted: <input type="checkbox"/> 1/3 <input type="checkbox"/> 2/3 <input type="checkbox"/> Full	
	Relationship to employee: <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child	
Employee Signature _____ Date _____		
Supervisor's Signature _____ Date _____		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Human Resources Signature _____ Date _____		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dean of Admissions Signature _____ Date _____		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

**ELIGIBILITY:**

**Benefit for Spouse and Dependents:** A spouse and natural or legally adopted child of a full-time employee are eligible, provided the child has never married and begins receiving the benefit before the age of 25. The spouse and dependents of part-time employees are not eligible for tuition remission. Tuition remission is limited to four academic years (or the equivalent thereof). Tuition payments will not cover summer directed inquiries or other courses for which the instructor is paid on the basis of the number of enrollees.

Tuition at Rhodes for Spouse and Dependents will be remitted subject to the following qualifications:

- After 1 year of full-time employment — one-third tuition at Rhodes will be remitted.
- After 2 years of full-time employment — two-thirds tuition at Rhodes will be remitted.
- After 3 years of full-time employment — full tuition at Rhodes will be remitted.

**Note:** If an employee's natural or legally adopted child attending Rhodes receives a merit scholarship, the amount of the tuition remission plus the merit scholarship will be credited to the student's account. However, the total amount shall not exceed the cost of tuition, room, board and fees at Rhodes.