



TUITION WAIVER FOR DEPENDENT CHILDREN OF EMPLOYEES

Application and Approval Procedures

Semester _____ 20 _____ Semester Hours (Credits) _____

Credits completed to date: _____

Name of Employee: _____

Social Security #: _____

Department: _____

Campus Telephone #: _____

Name of Dependent Child: _____

Dependent Child's Social Security #: _____ Date of Birth _____

For the Office of Human Resources use only:

- Approved
- Disapproved

Human Resource Director's Signature _____ Date: _____

Applications must be received by Human Resources by the following deadlines:

- Spring semester November 10th
- Fall semester May 18th

COMPLETED APPLICATIONS SHOULD BE RETURNED TO THE OFFICE OF HUMAN RESOURCES,
2ND FLOOR, ADMINISTRATION BUILDING.

SEE REVERSE SIDE FOR DETAILED APPLICATION INFORMATION

Application Procedures

1. Completed Tuition Waiver for Dependent Children Applications must be submitted to the Office of Human Resources prior to the start of each semester, according to the established deadlines.
2. The following documentation must be submitted to the Office of Human Resources to be eligible for a Tuition Waiver:
 - Letter of acceptance from Kean University's Office of Admissions.
 - Letter showing eligibility or ineligibility for financial aid must be submitted annually. (Institutional Student Information Record or FAFSA Student Aid Report summary).
 - A copy of a certified birth certificate verifying that child is twenty-three (23) years of age or younger.
 - The employee must submit a copy of his/her most recent federal income tax form.
 - Documentation verifying child connection with employee:
 - a) Biological Child: A certified copy of the child's birth certificate indicating that the employee is the mother or father of the child. Birth certificates written in a foreign language must be accompanied by a certified translation in English.
 - b) Adopted Child: A certified copy of the child's court modified birth certificate verifying that the employee is the child's adoptive parent.
 - c) Stepchild: A marriage certificate documenting the employee's marriage to the child's parent, and a copy of the child's birth certificate, verifying that the employee's spouse is that child's parent.
 - d) Legal Ward: A certified copy of a court order verifying that the employee is the child's appointed legal guardian.
3. Children must maintain full-time matriculated status and must remain in good academic standing in accordance with University regulations (i.e. at least a 2.0 cumulative grade point average).
4. All courses must be satisfactorily completed with a grade of "C" or better
5. Completion of the Tuition Waiver for Dependent Children Application Form is required for each semester.
6. The following documents must be submitted at the completion of each semester:
 - a) Official evidence of completion of the course of study for which the employee was originally approved.
 - b) A documented grade of "C" or better.
 - c) Grades must be submitted by the following deadlines: January 15th for the fall semester, and June 15th for the spring semester.
7. Applicants will be notified by the Office of Human Resources as to whether or not the University will grant a tuition waiver within (15) working days of the receipt of the application.

Dependent students who do not satisfactorily complete courses for which a tuition waiver has been granted shall be required to reimburse the University for all waived costs. Until such reimbursement has been made, no further waivers will be granted. See the Dependent Tuition Waiver Policy for more information.

I have read and understand the conditions of the Tuition Waiver Program for Dependent Children, and I have been provided access to a copy of the Tuition Waiver Policy for Dependent Children. I agree to follow the policies and procedures outlined therein. In addition, I hereby allow the Office of Human Resources to access my transcripts for review during the approval process.

EMPLOYEE SIGNATURE _____ **Date:** _____

DEPENDENT'S SIGNATURE _____ **Date:** _____