

**Saint Francis University  
Tuition Remission/Tuition Exchange  
Student Dependency Verification**

**Student Name:** \_\_\_\_\_ **Enrollment date:** \_\_\_\_\_

**Student Social Security #:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

Does the student currently possess a bachelor's degree from any institution?

Yes  No      Name of institution: \_\_\_\_\_

**Check one:** The student is my  dependent or  spouse

**Check one:**

\_\_\_\_\_ Tuition Remission (Saint Francis University campus)  
\_\_\_\_\_ Tuition Exchange program (Spouse is ineligible for TE)

**Check one:**

\_\_\_\_\_ High School – anticipated graduation date from high school \_\_\_\_\_  
\_\_\_\_\_ Traditional degree seeking program  
\_\_\_\_\_ Adult degree

**Guidelines/Instructions:**

This form must be completed annually by October 31<sup>st</sup> of the year preceding enrollment.

Students who are dependents must be claimed as a dependent during the year preceding enrollment as well as during each year of enrollment on the employee's tax return. (For 2018 enrollment, a dependent must be claimed on the employee's 2017 tax return).

Attach a copy of your most recent tax return.

A spouse should be claimed as personal exemption on the employee's tax return.

Tuition remission is available to eligible dependents and/or spouse for the number of credits needed to complete one undergraduate degree requirement.

**No remission for individual repeat courses.**

I, \_\_\_\_\_ certify that, \_\_\_\_\_, is claimed as a dependent/spouse on my tax return.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date