



Please verify that you are an East Falls employee/faculty member. Yes

If no-

Please reach out the Center City tuition office at tuition.svc@jefferson.edu for more information pertaining to the process for non-East Falls course tuition information.

Please verify that the program/course is an East Falls course before moving forward. Yes

If no-

-and you are an East Falls employee: please reach out to the EF HR office at TJU_EF_HumanResources@jefferson.edu

-and you are an employee from another other Jefferson Entity: please reach out to the Center City tuition office at tuition.svc@jefferson.edu



TUITION REMISSION REQUEST FORM – DEPENDENTS

(Course must be an **East Falls** program on campus or online)

TO: HUMAN RESOURCES EMPLOYEE: _____ DATE: _____

- Undergraduate
- Graduate
- Philadelphia University Online

- Please Select Only One Term Per Request:**
- Fall Fall I Fall II
 - Spring Spring I Spring II
 - Summer Summer I Summer II

I confirm that this is an on campus/online program for the East Falls Campus Program: _____

I verify that:

- This program is a credit course
- Not an independent study
- Not a prior learning assessment credit
- Not a credit by examination course

I hereby request tuition remission for the above semester or session for my eligible dependent. I understand that "dependent children" is defined by the Internal Revenue Code of the United States; therefore, to receive remission, a student must be claimed as a dependent on my federal tax return of the previous year. The University may at its discretion request proof of dependent status.

Student Campus Key

Name of Student

Relationship to Employee

Signature of Employee**

*** If requesting remission for a child, I certify that my child is claimed as a dependent under IRS guidelines on my Federal Income Tax Return for the previous year. ***

NOTE: A financial aid application should be filed in the financial aid office by the student for possible eligibility to receive PHEAA/PELL credit. Students receiving tuition remission are not eligible to receive University-funded scholarships. Please register for class prior to submitting this form to Human Resources.

FOR OFFICE USE ONLY:

Date: _____ Full-Time Part-Time Date of Hire: _____

The above tuition remission benefit request has been approved in the amount of:

- 50% Faculty
- 75% Staff
- 100%

Human Resources