

Bursar Office Form 15G – Revised 12/01/2022

PLEASE PRINT CLEARLY

FORM MUST BE COMPLETED IN ORDER TO BE PROCESSED. INCOMPLETE FORMS WILL BE RETURNED TO EMPLOYEE.

Type of fee remission requested: (Check One) Staff  (Complete Section A) Spouse  (Complete Section B) Child  (Complete Section C)

FOR: Fall Spring Summer Year _____

Section A – General Information (ALL applicants must complete this section.)

Employee Name: _____ Employee ID#: _____
Employee Department: _____ Date of Employment: _______________

Section B – Complete for Staff Spouse Remission Only

Has Staff Member been employed in an eligible position continuously (without breaks in employment) for two or more years? YES NO

Name of STAFF SPOUSE (IN FULL): _____

STAFF SPOUSE PUID: _____ Begin Date of Marriage: _______________

Section C – Complete for Staff Child Remission Only

I certify that the child is my dependent, based upon the definitions provided on the reverse of this document, (under the staff child remit provisions).

I meet all the requirements for receiving the fee remit, however, the applicant is no longer a dependent and I am aware of the tax implications this entails as noted on the last page of this form (Taxable Remission Information).

Name of STAFF CHILD (IN FULL): _____

STAFF CHILD's PUID: _____ Birth Date: _______________

Has the STAFF CHILD earned a baccalaureate or professional degree from any institution prior to this application? YES NO

Is the STAFF CHILD less than 26 years old? YES NO

Will STAFF CHILD be working toward a degree at Purdue University? YES NO

Is this applicant your: (CHECK ONE) Child Step Child Ward
(If you checked Ward on the above line, please provide a copy of your court documents with the application.)

This section must be completed by both the employee and the employing department. By signing this form the employee is certifying that all information provided on this form is correct and understands that falsification of any information on this form may constitute fraud. **The staff member is to contact the Bursar office in the event of a change in family status, termination or change in dependency status.**

Required Signature of Employee: _____ **Date:** _____

Required Signature of Department Head: _____ **Date:** _____

I certify the employee listed above has been employed since _______________ (If employment has not been continuous, it should be noted.)

Signature: _____ **{Human Resource}** **Date:** _____

NOTE: Please make sure to obtain the employee, department head and Human Resource signatures on this application. Forms will not be processed without proper certification. Return the completed application form to remissions@purdue.edu.

Bursar Office Use Only: Date Entered _____ Initials _____

STAFF CHILD AND STAFF SPOUSE REMISSION POLICY

Please refer to Executive Memorandum No. C-7

- If a staff member's appointment terminates within six weeks after the start of the semester or prior to July 1 during the summer session and course work is continued, full student fees must be paid for the semester or summer session.
- If staff member is an Official Retiree of the University or disabled, they need to send the complete application to Human Resources for verification.
- Remission will not cover any special fees, technology fees, lab fees, deposits, workshop fees and differential fees.
- Part-Time Lecturers and Visiting Scholars are not eligible for fee remissions.

Staff Child Remission

- Parent or, guardian must be employed in a regular half-time or more position.
- Graduate Staff, Part-time Lecturers and Visiting Scholars are not eligible for the staff child fee remission.
- Student must be a full or part-time degree seeking undergraduate student.
- Student must not have earned a baccalaureate or professional degree from any institution.
- Student must be seeking a degree offered by the West Lafayette, Fort Wayne, or Northwest Campuses.
- Student must be under 26 years of age to initially obtain the remission.
- Students who are enrolled and turn 26 years of age will be eligible for the fee remission as long as they are continuously registered.
- The remission will be entered initially for 5 years. If it takes longer than this to obtain the degree, please complete another application form at that time stating how many more semesters are needed for graduation.

Staff Spouse Remission

- The staff member must have been employed on a continuous basis for at least two years before the spouse is eligible for the remission. (First day of the semester constitutes the cut off date.)
- The remission rate will apply for a maximum of seven (7) credit hours for Spring and Fall semesters and four (4) credit hours for the Summer session. Full fees will be assessed on each hour over the limit.
- Remission applies to undergraduate and graduate courses.

NOTE: Please make sure to obtain the employee, department head and Human Resource signatures on this application. Forms will not be processed without proper certification. Return the completed application form to remissions@purdue.edu.



Taxable Remission Information:

Under current Federal laws all or some portion of tuition remission benefits may be subject to income or FICA taxes. It is the policy of Purdue University to comply with Federal and State laws requiring the reporting of such income and withholding of such taxes. The University's Human Resources Service Center will deduct the required tax withholdings from the employee's regular paycheck during the semester period. An appropriate information return may be issued to an official retiree or to the Qualifying Surviving Spouse/Dependent of a deceased employee.

Applicant*	Enrollment	Tax Implications
Regular Employee applying for <i>Staff</i> Remission	Undergraduate	Remission benefits are not taxable
	Graduate, or Professional	Tax Benefits are taxable per IRS regulations after the first \$5,250
Dependent Child applying for <i>Staff Child</i> Remission	Undergraduate	Remission benefits are not taxable
Non-Dependent Child applying for <i>Staff Child</i> Remission	Undergraduate or Professional	All remission benefits are taxable
Spouse applying for <i>Staff Spouse</i> Remission or Qualifying Surviving Spouse Remission	Undergraduate	Remission benefits are not taxable
	Graduate or Professional	All remission benefits are taxable
Surviving Child, Dependent of Staff/Official Retiree in Year of Death, or both Parents deceased and under Age 25	Undergraduate	Remission benefits are not taxable
Surviving Child, unless Dependent of Staff/Official Retiree in Year of Death, or both Parents deceased and under age 25	Undergraduate or Professional	All remission benefits are taxable.

* For purposes above, any reference to Staff shall include an individual whose University status is "official retiree".