

HOPE COLLEGE TUITION WAIVER APPLICATION
FOR MAY, JUNE, JULY TERMS

INSTRUCTIONS:

Complete PART A and return this form to the **HUMAN RESOURCES DEPARTMENT**. This form is the only application necessary to receive a Tuition Waiver for summer enrollment. Your account will not be credited until this form has been processed.

PART A: EMPLOYEE SECTION

Designate Applicable Academic Year: 20____ - 20____

Name of Employee: _____ Department: _____

Family member receiving benefit: _____ Student's Hope ID #: _____

Relationship to employee: ____ Self ____ Spouse ____ Son/Daughter * ____ Stepson/Stepdaughter** ____/____/____ Birthdate of Student	Student is: ____ College Student ____ High School Student ____ Other	Program: (see Pg 2 for eligible programs) ____ On campus program ____ Off campus program Name of Program: _____
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* If the waiver is requested for a son/daughter (or stepson/stepdaughter), will they be claimed as a federal tax dependent on your return for the calendar year covered by the waiver? Yes____ No____

** If the waiver requested is for a stepson/stepdaughter, have they been living in the Hope College employee's home as their permanent residence for a minimum of three years prior to this tuition waiver request? Yes____ No____
 (See Page 2 for full dependent status requirements.)

Intended/Registered Hours: _____ May Term Hours _____ June Term Hours _____ July Term Hours
 (Please indicate # of intended enrollment hours for all terms - May, June, and July)

Employee's Signature

Signature of Employee's Supervisor (if employee is the student)

PART B: HUMAN RESOURCES SECTION

Employee Category: _____ Employee Hire Date: _____

Percentage to be applied to tuition AFTER applicable financial aid is deducted: %_____.

Maximum limit (if any) on waived amount: ____ N/A ____ 1 Course ____ Hours per year

____/____/____
Date

Human Resources Signature

	May	May Revision	June	June Revision	July	July Revision
Actual Enrollment Hours	_____	_____	_____	_____	_____	_____
Tuition Cost for Term	_____	_____	_____	_____	_____	_____
Financial Aid Adjustment	_____	_____	_____	_____	_____	_____
Net Tuition Balance	_____	_____	_____	_____	_____	_____
Tuition Waiver	_____	_____	_____	_____	_____	_____
Remaining Tuition Balance	_____	_____	_____	_____	_____	_____
Date Processed	_____	_____	_____	_____	_____	_____

CC: Human Resources
Employee

Financial Aid Signature

IMPORTANT TUITION WAIVER BENEFIT INFORMATION

Please retain this copy of the Tuition Waiver Benefit Information for your records.

ELIGIBLE OFF-CAMPUS/EXCHANGE PROGRAMS:

The **only** off campus/exchange programs that qualify for the Tuition Waiver (TW) benefit are as follows:

Philadelphia Semester*
Washington Semester
Queretaro Program
Liverpool Hope University
Meiji Gakuin University
Seigakuin University
Universidad Popular Autónoma del Estado de Puebla (UPAEP)
Vienna Summer School
Off campus May/June/July Terms (excluding Compass Arts and Oregon Extension Programs)

**The Philadelphia Semester is not an eligible program for students who enter Hope College after the Fall 2017 semester.*

FINANCIAL AID APPLICATION REQUIREMENT:

Before the Office of Financial Aid finalizes a TW for a full-time student, eligibility for federal and state scholarship/grant assistance must be determined. The student TW beneficiary is therefore required to complete the *Free Application for Federal Student Aid* (FAFSA) for his/her first year of full-time attendance. Should the student demonstrate eligibility for such assistance, s/he will be required to file the FAFSA for each subsequent year of full-time enrollment.

THE CALCULATION OF THE TUITION WAIVER BENEFIT:

The TW is calculated by applying the appropriate benefit percentage against the student's **NET TUITION CHARGES**. Net tuition charges are those charges remaining after all other scholarships and grants (gift assistance) from both internal and external sources have been applied against the student's total tuition charges. Student Loans are **not** included in this calculation. *Please see information below pertaining to the treatment of Hope sponsored merit awards.*

TAX FREE EMPLOYEE BENEFIT

The TW benefit is a tax free employee benefit only in those cases where the child receiving the benefit is under the age of 24 and is an IRS qualified dependent on the employee's federal tax return during the period of the TW request. Dependent status shall be granted to those unmarried stepchildren that have been members of the Hope College employee's family for a minimum of three years prior to their first application for a TW. As a member of the employee's family, the stepchild's regular, permanent residence must be the same as the Hope College employee. Upon request, the Hope College employee shall verify that the stepchild has met the residency requirement.

TUITION WAIVER BENEFIT DURATION

TW beneficiaries are limited to ten (10) semesters of eligibility (regardless of part-time/full-time enrollment) up to their 30th birthday (25th birthday for stepchildren). A summer term is not counted as a semester; however, once the 10-semester limit is reached, the student is ineligible to receive the TW for subsequent summer term enrollment. Any semester during which a student enrolls at Hope while dually enrolled in high school is **not** counted as a semester in monitoring this 10-semester limitation.

NOTES:

- 1. This policy change does not impact spouses of faculty and staff.*
- 2. This 10-semester limit applies to both Hope College semesters of enrollment and any semesters of enrollment at another GLCA institution during which a GLCA Tuition Waiver was received.*

COORDINATION OF HOPE SPONSORED MERIT AWARDS WITH THE TW BENEFIT:

Awards include any awards through the Admissions Office (i.e. Distinguished Artist Awards and National Merit Scholarships).

All internal and external gift assistance, including Hope merit scholarships and all other scholarships, grants and benefits (with the exception of the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant) are considered applicable *only* to a student's tuition charges; such gift assistance is *not* applicable to a student's room/board/activity fee charges or expenses.

The TW benefit is calculated by applying the appropriate benefit percentage against the student's net tuition charges. Net tuition charges are those charges remaining after ALL other gift aid awards (excluding Federal Pell/Supplemental Grants) are applied against the student's total tuition charges.

If, in any given award year, a student receives gift aid (i.e., scholarships and grants) from internal Hope sources and/or external sources that in combination exceed tuition, a beneficiary can choose to receive the greater amount of gift aid and thereby forfeit tuition waiver eligibility during the enrollment period s/he receives said gift aid.

7/26/17