



**RHODES STATE COLLEGE  
Tuition Waiver Benefit Form**

*See Tuition Waiver Benefit Policy 2.07 for eligibility, work commitments and other information.*

**Tuition Waiver must be completed and submitted to HR prior to first day of each semester for which the benefit is being requested. Information on registration and tuition / fee payment due dates are available in the Financial Aid Office.**

**A separate form must be submitted for each spouse / dependent / domestic partner for each semester of enrollment.**

**Faculty/Staff Information:**

Full Name Faculty/Staff:

RSC ID Number:

Department:

**Tuition Wavier Benefit for:**

Dependent/Spouse/Domestic Partners Full Name:

Student ID Number:

Relationship to Employee:

Semester Attending:

Academic Year:

\_\_\_\_\_  
**Signature, Faculty/Staff**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature, Human Resources**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature, Financial Aid**

\_\_\_\_\_  
**Date**

**Attach the following as proof of dependency:**

For Spouse: Marriage License or Tax Return showing Joint Filing (redact confidential information)

For Domestic Partner: Affidavit of Domestic Partner on file with Human Resources

For Dependents: Tax Return Claiming Dependent, Proof of Guardianship or Coverage on Medical Insurance

Step 1: Complete form and submit to HR along with proof of dependency

Step 2: HR to review, approve eligible dependents and send to Financial Aid

Step 3: Financial Aid to determine financial aid eligibility, process the tuition waiver amount, and apply to the student's account. Student can review account information on their STARS account.

**Financial Aid Office to complete:**

Tuition Waiver amount awarded:

Student Type:

Attempted hours:

GPA:

School Attending: