

**ACTC TUITION WAIVER APPLICATION**  
University of St. Thomas Employees

This application must be completed and submitted to the Human Resources Department (Mail AQU217) after receiving approval of benefits from the ACTC institution your child or spouse plan to attend. You must submit a new application for each academic year. This plan only applies to dependent children and spouses of full-time faculty and staff. Dependent children must attend as full-time baccalaureate students in the day program of the receiving ACTC institution.

Student Name: \_\_\_\_\_ SSN#: \_\_\_\_\_

Student is a:        \_\_\_\_\_ Dependent Child        \_\_\_\_\_ Spouse

Student will attend:    \_\_\_\_\_ Augsburg College  
                                  \_\_\_\_\_ Hamline University  
                                  \_\_\_\_\_ Macalester College  
                                  \_\_\_\_\_ St. Catherine University

Academic year and terms for which remission is being requested:

20\_\_\_\_ - 20\_\_\_\_ Academic Year

\_\_\_\_\_ Fall Semester  
\_\_\_\_\_ Spring Session  
\_\_\_\_\_ Summer Session I (St. Catherine only)  
\_\_\_\_\_ Summer Session II (St. Catherine only)

**Certification of Dependent Status**

I certify that \_\_\_\_\_, my son/daughter by birth or adoption, was claimed by me as a dependent<sup>1</sup> on my most recent Federal income tax return, or, if I do not claim my child as my tax dependent, I certify that I meet the Internal Revenue Service (IRS) support test with respect to this child<sup>2</sup>. Further, I anticipate claiming this child as a dependent on my Federal income tax return (or meeting the support test) for the time period that is covered by the semester for which tuition benefits are requested.

I understand that the University of St. Thomas reserves the right to request appropriate proof of dependent status and proof that the student is my child by birth or adoption.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ UST ID#: \_\_\_\_\_

<sup>1</sup> Federal tax law requires that the child be a dependent for the tax year in which the tuition benefit is received. For example: In order to qualify for the tuition benefit for the fall semester of 2009, the child must have been a dependent for the 2009 tax year.

<sup>2</sup> If the parents of the child are divorced or separated, and the UST employee is not the parent who claims the child as a dependent on the Federal income tax return, the child may still qualify for tuition remission benefits as long as the UST employee meets the IRS "Support Test for Children of Divorced or Separated Parents". This is spelled out in IRS Publication 504.

**HR USE ONLY**

Approved for:        \_\_\_\_\_ 75% remission at Augsburg, Hamline, Macalester  
                                  \_\_\_\_\_ 50% remission from UST and 25% remission from St. Catherine

\_\_\_\_\_ Initials        \_\_\_\_\_ Date