

**HOPE COLLEGE TUITION WAIVER APPLICATION**  
**FALL AND SPRING SEMESTERS**

**INSTRUCTIONS:**

Complete PART A and return this form to the **HUMAN RESOURCES DEPARTMENT**. **First time applicants enrolled full-time must file the Free Application for Federal Student Aid (online at www.fafsa.gov) BEFORE a Tuition Waiver will be 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:	Student is (or will be):	Program: (See Page 2 for Eligible Programs)
<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Son/Daughter* <input type="checkbox"/> Stepson/Stepdaughter**  <input type="text"/> /____/____ Birthdate of student	<input type="checkbox"/> College Student <input type="checkbox"/> High School Student <input type="checkbox"/> Other	On Campus     Semester I <input type="checkbox"/> Semester II <input type="checkbox"/> Washington Semester     Semester I <input type="checkbox"/> Semester II <input type="checkbox"/> Philadelphia Semester     Semester I <input type="checkbox"/> Semester II <input type="checkbox"/> Queretaro Program     Semester I <input type="checkbox"/> Semester II <input type="checkbox"/> Exchange Program     Semester I <input type="checkbox"/> Semester II <input type="checkbox"/>

\* 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(s) 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:**     \_\_\_\_\_ Fall Term hours     \_\_\_\_\_ Spring Term hours     \_\_\_\_\_ Total Academic Year Hours  
 (Please indicate # of intended enrollment hours for both Fall and Spring semesters.)

\_\_\_\_\_  
 Employee's Signature

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

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**PART B: HUMAN RESOURCES SECTION**

Employee Category: \_\_\_\_\_

Employee Hire Date: \_\_\_\_\_

Percentage to be applied after applicable financial aid is deducted: \_\_\_\_\_ Fall     \_\_\_\_\_ Spring

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date

\_\_\_\_\_  
 Human Resources Signature

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**PART C: FINANCIAL AID OFFICE SECTION**

	<u>Fall Term</u>	<u>Revision</u>	<u>Revision</u>	<u>Spring Term</u>	<u>Revision</u>	<u>Revision</u>
Actual Enrollment Hours						
Tuition Cost for Semester						
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 30<sup>th</sup> birthday (25<sup>th</sup> 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 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