

**UNIVERSITY OF CENTRAL ARKANSAS  
FACULTY AND STAFF FEE REMISSION**

**Submit by Date indicated to Human Resources, Wingo 106**

**Due Dates:**

**Fall Tuition – July 1**

**Spring Tuition – November 15**

**May Intersession/Summer Tuition – April 15**

To ensure timely processing, submit application according to due dates outlined above. The student should be pre-enrolled when application is submitted. The discount may not be used in conjunction with other University fee reductions or discounts or with other University-sponsored tuition scholarships. The discount will not apply to short-term study-abroad programs, however, it is applicable to the UCA credit hours in a regular study-abroad program.

Employee Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_ Date Hired: \_\_\_\_\_

This application is for:

\_\_\_\_ **Employee:** Attach academic schedule as well as work schedule. (Check One)  
Undergraduate \_\_\_\_ Graduate \_\_\_\_ Student ID# \_\_\_\_\_  
\_\_\_\_ Employee's Spouse: Name: \_\_\_\_\_ Student ID# \_\_\_\_\_  
\_\_\_\_ Employee's **Child:** Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

For the \_\_\_\_\_ semester of \_\_\_\_\_ (applicant must turn in a separate form for each term)  
(enter term here) (enter year here)

I understand that in accordance with UCA Board Policy, \*my child must meet the IRS definition either of a dependent child or of a qualifying relative (eligible to be claimed as a dependent for federal tax purposes). \*UCA Board Policy defines children as the unmarried children of benefits-eligible employees or the unmarried dependents for whom the employee is the legal guardian, who are under age 25 and who may be claimed as dependents for federal tax purposes by that employee. An employee may receive a fee waiver for a child meeting the aforementioned definition of children through and including the semester in which the child turns age 25. Please provide a copy of the front page of your most current Federal Tax Return (income information may be suppressed). In cases where the child is not listed as a dependent on your tax return, you may provide a legal document (i.e. divorce decree).

For Child Fee Waiver:

This is my (check one)

child \_\_\_\_\_

stepchild \_\_\_\_\_.

For over half the year this child (check one)

lives with me \_\_\_\_\_

does not live with me \_\_\_\_\_.

As a dependent on my income tax return (check one)

I claim this child \_\_\_\_\_

I do not claim this child \_\_\_\_\_.

**I certify by my signature below** that \_\_\_\_\_ (child) will be eligible to be claimed as a dependent on my federal income tax return for the year of the fee remission.

I understand that if I separate from the University I am obligated to pay the pro-rata portion of the tuition remission represented by the remaining part of the semester following my separation. I further understand that if a child or spouse receiving undergraduate fee remission moves from a dependent or eligible status during a term, I am required to notify the Office of Human Resources and will be required to pay a pro-rata portion of the fee represented by the remaining part of the semester following that change.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**(Not Required for Spouse/Child Application)**