

**Indiana State University**  
**Application for Staff Dependent Child Fee Waiver**

Employee Name \_\_\_\_\_ Dependent Child \_\_\_\_\_

University ID Number \_\_\_\_\_ University ID Number \_\_\_\_\_

Department of Parent \_\_\_\_\_ Extension \_\_\_\_\_

Semester and year for which waiver is requested: \_\_Fall \_\_\_\_\_ \_\_Spring \_\_\_\_\_ \_\_Summer \_\_\_\_\_

**NOTE: The process has changed—you must apply for this waiver each semester—once for entire summer.**

I hereby certify that the child whose name appears above is my dependent child, and all conditions outlined below have been met. I understand that it is my responsibility to notify Employee Benefits of any dependency changes.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Employee Benefits Approval \_\_\_\_\_ Date \_\_\_\_\_

---

**Fee Waiver Policy**

A fee waiver of 80 percent of qualified tuition per semester for a maximum of ten (10) semesters is provided for Dependent Children of Qualified Employees of ISU who are full time Undergraduate students. Policy guidelines:

1. A “qualified employee” for these purposes is an individual who meets all of the criteria set forth below:
  - a. full-time member of the faculty or staff who is eligible to participate in the staff benefits programs; and
  - b. who is employed at Indiana State University in that capacity on the day before classes begin for the semester for which the waiver is sought; or
  - c. one who is retired and has official university retirement status who met all of the above criteria as of the date of retirement.

One year and temporary employees are not eligible for this benefit.

2. The waiver will be applied as a credit against the qualified tuition for the applicable semester. Qualified tuition does not include mandatory fees which are identified as a separate billing item and not included in the basic tuition charges. There is no partial use of this waiver. There are no fee waivers for extension or correspondence courses.
3. “Dependent Children” for this purpose are children of qualified employees. Step children or other children who have employees as their legal guardian may also qualify for this fee waiver as long as these children are a dependent as defined by the Federal Income tax guidelines. Proof of guardianship may be required.
4. A “Full-time Undergraduate student” for this purpose is a student enrolled for a minimum of twelve (12) semester hours at Indiana State University in a semester and pursuing either their first baccalaureate or associate degree at Indiana State University. The student must remain enrolled for 12 hours through and including the 28<sup>th</sup> day of the semester to receive the waiver. Students in their last semester may take less than 12 hours with the waiver to finish a degree.
5. For summer eligibility, the student must be:
  - a. Enrolled full time (12 hours), at Indiana State University during the summer, or
  - b. Enrolled full time at Indiana State University during the previous semester if enrolled in less than full time hours during the summer, or
  - c. Enrolled less than full time if the student needs less than full-time (12 hours) in the summer to graduate.Summer coursework does not count toward the total 10 semesters.

6. A student must have a 2.0 cumulative grade point average to have continued eligibility for the Dependent Child Fee Waiver.
7. Individuals receiving a University-sponsored Presidential scholarship are **not** eligible for this additional waiver.
8. This fee waiver program can be modified or eliminated at any time at the University’s discretion.