

INDIANA STATE UNIVERSITY

Application for Spouse Fee Waiver

EMPLOYEE _____ UNIVERSITY ID NUMBER _____

DEPT _____ POSITION _____ EXT.# _____

SPOUSE _____ UNIVERSITY ID NUMBER _____ Semester _____

Spouse covered by Indiana State University health coverage: Yes _____ No _____

Spouses of regular full-time benefits-eligible faculty and staff are eligible for a fee waiver of 80 percent of qualified tuition (does not include mandatory fees) for a maximum of 15 credit hours per academic year (fall semester thru summer). Temporary staff are not eligible. Not all classes may be eligible.

The employee must be in a benefits-eligible position on the date the semester begins in order to be eligible for a fee waiver for that semester. A new spouse becomes eligible for a fee waiver at the beginning of the semester following the date of marriage.

TAX CONSEQUENCES:

Spouses of regular full-time benefits-eligible faculty and staff who enroll in graduate courses and participate in the fee waiver program will have the amount of the fee waiver benefit added to the employee’s taxable gross income and additional withholding will be deducted from the employee’s payroll check. For spring coursework, additional deductions will be taken from the May and June checks; for fall coursework, additional deductions will be taken from the November and December checks.

Please list all classes in which you are enrolled for the upcoming term.

Course ID Number	Course Title	Credit Hours

****ACKNOWLEDGMENT OF POLICY****

I acknowledge that the above statements are true to the best of my knowledge and that if there are any changes in the above situation during the specified semester/term for which I am applying I will inform the Employee Benefits office. I understand that the fees waived are taxable.

Employee Signature _____ Date _____

Spouse Signature _____ Date _____

For Employee Benefits Use Only:

Employee Benefits Approval _____ Date to Controller _____

Waive SRC Fee: Yes _____ No _____

This fee waiver program can be modified or eliminated at any time at the University’s discretion.