

# Tuition Remission Application

Please submit this form to Financial Aid by at the address below, email it to [financialaid@ClarksSummitu.edu](mailto:financialaid@ClarksSummitu.edu), or fax it to 570.585.9470. **All undergraduate students must complete the FAFSA.**

Please print

School year \_\_\_\_\_

Student name \_\_\_\_\_

Spouse/Parent (when applicable) \_\_\_\_\_

Last 4 digits of SS# \_\_\_\_\_

Last 4 digits of SS# \_\_\_\_\_

## Tuition Remission Category

- |   |   |
|---|---|
| <input type="checkbox"/> Salaried employees, faculty, spouses                                 | <input type="checkbox"/> Full-time hourly employee          |
| <input type="checkbox"/> Dependent child of full-time employees, faculty, and WOLBI employees | <input type="checkbox"/> Contracted Graduate Assistant      |
| <input type="checkbox"/> Trustee  | <input type="checkbox"/> Married undergraduate student      |
| <input type="checkbox"/> Dependent child of trustee   | <input type="checkbox"/> Wife of a full-time M.Div. student |

## Course Information

### Number and type of hours per semester

- Fall \_\_\_\_\_
- Spring \_\_\_\_\_
- Summer \_\_\_\_\_
- Credit
- Audit

### Program of study

- |  |                                |                                      |
|--|--------------------------------|--------------------------------------|
| <input type="checkbox"/> Undergraduate           | <input type="checkbox"/> MA    | <input type="checkbox"/> M.Div/M.Min |
| <input type="checkbox"/> Online undergraduate    | <input type="checkbox"/> M.Ed. | <input type="checkbox"/> D.Min.      |
| <input type="checkbox"/> High School Dual Enroll | <input type="checkbox"/> MSCM  | <input type="checkbox"/> Ph.D.       |

## Spouse Course Information (if applicable)

### Number of hours for credit per semester

- Fall \_\_\_\_\_
- Spring \_\_\_\_\_
- Summer \_\_\_\_\_

### Program of study

- Undergraduate
- M.Div.

## Statement of Certification

By signing this application, I certify that I have read and understood the information on page two.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Spouse Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

### For office use only

Date Received	Date entered into group	Initials	
Percentage	GPA	Balance	



## Eligible Students

- Dependent, unmarried children of full-time employees, trustees, or dependent unmarried children of Word of Life (New York & Florida only) employees enrolled in an undergraduate program.
  - Must live on campus unless taking 3 credits or less in the semester or attending summer school.
  - Must be enrolled full time unless taking 3 credits or less in the semester or attending summer school.
- All full-time employees and trustees
- Spouse of a full-time employee
- Students under contract as Graduate Assistants (as determined by the contract)
- All students must:
  - Have their school balance from the previous semester cared for (in the case of spouses and dependents, all relevant balances must be cared for)
  - Attain a 2.0 minimum GPA by the end of the first year and maintain a 2.5 GPA in successive years. Students in a graduate program must maintain the SAP requirements of their program.
  - Submit an application by June 1st each year.

## Other

- Wife of a full-time M.Div student (including those on internship)
- Undergraduate married student: One spouse must be taking at least 12 credits at the full-time on-campus rate.

## Limits

- All full-time employees may take up to five classes free of tuition and technology fees per academic year at the undergraduate, graduate, or seminary level. The benefit is not cumulative. Online classes may also be taken. One class each online session is permitted.
- Spouses of full-time employees are entitled to one class per semester free of tuition and general fees. Courses may be taken at the undergraduate, graduate, or seminary level.
- Wife of a full-time M.Div. student: 3 credits per semester, maximum of 6 credits per academic year, tuition only.
- Dependent children: 18 credits per semester, tuition only.
- Married undergraduate students: combined credits cannot exceed 18 credits per semester, tuition only.
- All: Room, board, books, class notes and other fees (not including the general fee unless noted above) **are not included**
- All: If the total amount of aid (excluding loans) exceeds the charges, Tuition Remission may be reduced.

## Other Guidelines

- A student receiving Tuition Remission is ineligible to receive other CSU Aid except for the following: Resident Assistant Scholarship, RiSE Scholarship, Timothy Scholarship and external scholarships. Financial Aid will determine the higher amount (other CSU aid or TR) and apply it.
- **The student is responsible to notify Financial Aid of any changes which would affect the charges (reduction or addition of credit hours taken, change to audit status, etc.) after the form has been submitted.**
- **Student may be responsible for specific fees that are applicable to their enrollment (i.e. graduation, fine arts, Bible Study Software, testing, Portfolio Assessment fees, and fees associated with a dissertation.).**
- Resident courses may be taken during the day on the employee's time if the employee has his or her supervisor's approval.
- Tuition remission benefits are not cumulative nor transferrable.
- Internal Revenue Service regulations stipulate that certain Tuition Remission programs, such as graduate or seminary education, are considered taxable income.

Please contact Financial Aid at 570.585.9215 or [financialaid@ClarksSummitu.edu](mailto:financialaid@ClarksSummitu.edu) if you have questions about your specific situation or would like an estimate of your Tuition Remission.