



Quincy College Tuition Remission Application

Semester:	Year:
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Applicant's Name	Phone Number	Student ID No.
Address	City	State/Zip
Email	Applicant's Signature	Date

Please list any other immediate family member(s) who has applied for tuition remission for the semester/term for which you have applied: _____

Employee's name: _____ Are you a member of QEA Unit E? Yes No

Please list Applicant's relationship to the employee: _____
(Self, Spouse, or Child)

According to Internal Revenue Service regulations, an employee/retiree who receives tuition remission benefits for a non-dependent child is receiving taxable benefits which must be reported to the IRS. The IRS considers the following children as dependents:

- A dependent child under the age of 19 who is registered as a part-time or full-time student.
- A dependent child between the ages of 19-23 who is registered as a full-time student.
 - Dependent status is determined by age at the end of the calendar year.
- A child of any age who is claimed as a dependent due to a permanent and total disability.

If you have any questions regarding whether a child falls within the IRS definition of a dependent, please consult with your personal tax advisor.

I verify that the above-referenced child IS IS NOT (check box that applies) a dependent based upon the IRS regulations referenced above. **I acknowledge that if the above referenced child is not a dependent, the tuition remission benefits that I receive are taxable income.**

Employee's Signature Date

● **Applicants enrolled in a full time course of study must submit an application for Financial Aid. Please attach Financial Aid documentation to this application. Your Tuition Remission Application will not be processed if you do not attach the Financial Aid documentation.**

● Tuition remission is not available for Allied Health programs, online Gatlin courses and science lab courses.

● An applicant previously enrolled at Quincy College must have a minimum GPA of 2.0 in previous semesters to qualify for Tuition Remission.

Important Payment Information: Payment of fees and any applicable tuition is due at the time of registration. You may include a check payable to Quincy College for

Application Fee- \$30 (First time matriculating applicants only)	\$
Student ID Fee-\$30 (First time students only)	+ \$
Registration Fee- \$115 (Per Semester) (Credit Courses only)	+ \$
Technology Fee-\$33 per credit (Per Semester) (Example: 3 credits- \$99)	+ \$
Credit Fee-\$20/credit (Example: 3 Credits- \$60)	+ \$
50% Tuition for Computer, Engineering, and Non-Credit courses (Such as Exercise Science)	+ \$
Labs are full price (Science labs are \$253 per 1 credit lab)	+ \$
TOTAL	= \$
Non-Dependent child benefit amount subject to be taxed	= \$

the total amount due with your application. If you prefer to pay by credit card, you must pay the Registrar's Office once your Tuition Remission Application is approved.

If, however, you are unable to include payment with submission of your Tuition Remission Application to the Office of Human Resources, you may still submit your application for approval. Once/if your application has been approved, Human Resources will notify you and send the approved application form to the Registrar's Office who will in turn register you for the approved classes.

You will then have two calendar weeks to submit payment for the classes for which you or an applicable family member have/has been registered. At the end of one week, the Registrar's Office will notify you that your application is pending payment; if payment has not been received by the end of the second week, the student named on the Tuition Remission Application will be notified that he/she is in danger of being dropped from the class, unless a payment can be negotiated with the Registrar's Office and the Office of Student Accounts.

For a complete copy of the Quincy College Tuition Remission Policy visit the Quintranet.

Course(s) Number(s):Include Sec.	Number of Credits	Course(s) Title(s):	Course(s) Meeting Days & Times

Please submit completed application to the Office of Human Resources.

Approvals	
_____	_____
Director of Human Resources	Date
_____	_____
Senior Vice President for Administration & Finance	Date
_____	_____
President	Date

Once all approvals are received, this form will be forwarded to the Registrar's Office.

FOR INTERNAL USE ONLY	
Date Sent To:	
Business office	____/____/____
Registrar's Office	____/____/____



TO: Quincy College Employee
FROM: Office of Human Resources
RE: IRS Treatment of Tuition Benefits
Date: Calendar Year 2017

Provisions of the Internal Revenue Code permit employers to provide certain education assistance benefits to employees and their dependents on a tax free basis.

Quincy College provides eligible employees and their dependents tax free tuition remission/waiver.

This benefit is not tax free when extended to non-dependent children and must be reported as part of the employee's W-2 earnings in the year when received.

Quincy College must therefore report the value of tuition remission on your W-2 for any non-dependent child who receives tuition remission based on your employment with the College.

Please keep a copy of this Tuition Application for your records. Under certain circumstances you or your non-dependent child may be eligible for income tax deductions based on educational expenses. Consult a tax advisor for more information.