Semester:	Year:

Quincy College
Tuition Remission Application

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:_____ Check if you are a member of QEA Unit D or E ☐

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 nondependent 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. o 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 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.

Unit E Members are eligible to take courses for a flat fee of $125 for 3 credit courses and $175 for 4 credit courses per the contract.

Student ID Fee-$30 (First time students only)	
Registration Fee- $125 (Per Semester) (Credit Courses only)	
Technology Fee-$45 per credit (Per Semester) (Example: 3 credits- $135)	
Credit Fee-$20/credit (Example: 3 Credits- $60)	
50% Tuition for Computer, Engineering, and Nom Credit courses (Such as Exercise Science)	
Labs are full price (Science labs are $302 per 1 credit lab)	
TOTAL	
Non-Dependent child benefit amount subject to be taxed	

Please see read

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 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 Registrar's Office, you may still submit your application. 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.

Please refer to the semester schedule regarding payment guidelines established for all students in terms of deadlines to pay your tuition on the Quincy College website. If payment has not been received by the payment deadline, 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.

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

_____

Dean or Manager

_____ Date

_____

Vice President of Finance

_____ Date

_____

Vice President of Human Resources/Designee

_____ Date

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

FOR INTERNAL USE ONL Y	
Date Sent To:	
Business office	___/___/___
Registrar's Office	___/___/___

12/15/2025