



Tuition Waiver Form – Dependent Child

Instructions: Please send completed waiver form (including Department Head/Chair signature), to Human Resources (hr@emerson.edu). Once approved, Human Resources will forward to Student Accounts, Financial Aid and the Office of the Registrar for processing. Please note that this form must be completed and submitted in advance of each semester a child is attending classes.

Employee’s Name: _____ Employee ID#: _____

Employee’s Date of Hire: _____

Child/Student’s Name: _____ Student ID#: _____

Eligible participants for this benefit include eligible dependents of the following employees, with two years of service at Emerson College: full-time staff; full-time faculty members (tenure/tenure track and term faculty).

Year 20__ Semester (check one): Fall Spring Summer I Summer II Intersession*

Degree Program (check one): Undergraduate Graduate

Status (check one): Matriculated Non-Matriculated

*Intersession course credits will be charged to the semester immediately following.

Dependent Children may enroll in up to 16 credits per semester.

Course #	Credits	Course Title	Day/Time

Directed Studies and Direct Projects are not covered under this benefit. Internships are covered for matriculated students only. Two-credit courses MU 353 and MU 354 are covered for matriculated performing arts majors only (MU 253 and MU 254 are not covered).

I attest that the information presented on this document is true. I confirm that I have read and agreed to all provisions and exclusions under the Tuition Remission Benefit policy, including the information regarding taxation of tuition.

Employee’s Signature _____ Date _____

Approval Signatures: _____ Date _____
(Department Head/Chair)

_____ Date _____
(Human Resources Representative)