



# Northeastern University

## Human Resources Management

### TUITION DEPOSIT FORM

Refer to instructions on back before completing the form.

**Please print all information.**

#### SECTION 1

Academic Term \_\_\_\_\_ Year \_\_\_\_\_  
(Fall, Winter, Spring, Summer)

Benefit Eligibility Status \_\_\_\_\_  
(A,B,C,D,E,F,G,I,J,K or L - see reverse side)

#### SECTION 2

Student's Name \_\_\_\_\_

Student's Social Security Number \_\_\_\_\_

Employee's Name (if different from Student's) \_\_\_\_\_

Employee's Social Security Number \_\_\_\_\_

Dept. \_\_\_\_\_ Campus Location \_\_\_\_\_ Campus Tel. Ext. \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

#### SECTION 3

Indicate the applicable school or program:

\_\_\_\_\_ Undergraduate Day Program – Full Time  
\_\_\_\_\_ Full-Time Graduate Program  
\_\_\_\_\_ Law School

#### SECTION 4

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

In accordance with Northeastern University's policy, my signature attests that I am enrolling as a student at Northeastern or the student listed above is my spouse, same sex spousal equivalent or my unmarried dependent child as defined under current IRS tax regulations.

#### SECTION 5

HRM Approval \_\_\_\_\_

Date \_\_\_\_\_

Mail completed form to **Human Resources Management, 250 Columbus Place**. Forms will be reviewed, approved and forwarded directly to the Billing and Receivables Office.

## TUITION DEPOSIT FORM

### BENEFIT ELIGIBILITY STATUS

- A Regular Full-Time Faculty, Administrative and Professional Grades 8 and up
- B Regular Full-Time Weekly Staff
- C Dependent Children of A or B
- D Spouse or Same Sex Spousal Equivalent of A or B (must have Same Sex Spousal Equivalency Certification on file with HRM)
- E Part-time Faculty or Spouse or Same Sex Spousal Equivalent (must have Same Sex Spousal Equivalency Certification on file with HRM) of Part-time Faculty (tuition benefit may be transferred to spouse)  
*If you are a University College, School of Engineering Technology or Continuing Education faculty member, please submit your Tuition Waiver Form to your Program Director for processing.*
- F Dependent Children of E
- G Regular Part-Time Staff
- I Retiree
- J Dependent Children of I
- K Spouse or Same Sex Spousal Equivalent of I (must have Same Sex Spousal Equivalency Certification on file with HRM)
- L Dependent Children of Deceased Employee

### INSTRUCTIONS

Please refer to the HRM/Benefits website at [www.northeastern.edu/hrm](http://www.northeastern.edu/hrm) for information on eligibility and benefits available to you under the Tuition Remission Program.

1. Complete this form after you have received Tuition Deposit Request from the Admission's Office.
2. Submit form to Human Resources Management, 250 Columbus Place.
3. Forms will be reviewed for completeness and eligibility, approved or denied and sent to the Admissions Department or appropriate Graduate Dean's Office. If a request is denied or additional information is needed, you will be notified in writing.
4. You will continue to receive bills from the Billing and Receivables Office until the form is processed. Upon processing, if a balance is still due, the Student Accounts Office will bill you directly.
5. In order to qualify as a dependent (of an eligible employee) under the Program you must be an *unmarried dependent child and qualify under current IRS tax code regulations as a dependent.*

***PLEASE NOTE: You must complete a Tuition Waiver Form. This form is just for your deposit.***