

Section 1

Academic term: _____ Academic year: _____ Eligibility status: _____
(Fall, Winter, Spring, Summer 1, or Summer 2)* (A,B,C,D,E,F,G,I,J,K, or L – see reverse side)

*Terms with multiple sessions are considered one academic term for tuition waiver purposes
e.g., summer sessions I and II are considered one academic term.

Section 2

Student's name _____		Student's NU ID Number _____	
Employee's name (if different from Student's) _____		Employee's NU ID Number _____	
Dept. _____	Campus location _____	Campus tel. ext. _____	Supervisor's name _____

Section 3

Indicate the applicable school or program:

_____ Undergraduate Day Program _____ 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.

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
- H. Retiree
- I. Dependent Children of I
- J. Spouse or Same Sex Spousal Equivalent of I (must have Same Sex Spousal Equivalency Certification on file with HRM)
- K. Dependent Children of Deceased Employee

INSTRUCTIONS

Please refer to the HRM/Benefits website at 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.