

**DRAKE UNIVERSITY
APPLICATION FOR TUITION REBATE
ON CAMPUS COURSES ONLY**

- ① *Separate applications must be submitted for each semester and summer term.*
- ② *Submit tuition application forms to the Student Financial Planning Office at least ten (10) days prior to class registration.*
- ③ *In order to be eligible for tuition rebate, faculty and/or staff must be employed on a full time regular basis, with a minimum of 32 hours per week, nine months per year. In addition, employees must be on the university payroll the first day of classes of a semester or summer session and are subject to the appropriate dependent/spouse/partner waiver provisions noted on the reverse side of this form.*
- ④ *Tuition Rebate does not cover mandatory fees such as Olmsted Center, Health Center, student activity and technology fees or non-mandatory fees such as parking, overload, music, laboratory and study abroad fees.*
- ⑤ *Additional tuition rebate information may be obtained from Human Resources or the Human Resources web page at www.drake.edu/hr.*
- ⑥ *There is a limit of two persons, either one spouse/partner and one dependent or two dependent children, in any one school session. (Individual employee participation does not count toward the two person limit).*

TO BE COMPLETED BY FACULTY AND STAFF REQUESTING TUITION REBATE			
Faculty/Staff Name _____	Drake ID # _____		
Employment Date _____	Department _____	Present Job Title _____	

FACULTY OR STAFF TUITION ELIGIBILITY	
All full-time regular employees may carry a maximum of eight (8) credit hours of free tuition during each fall and spring semester and no more than eight (8) credit hours during the interim term and all summer terms combined.	
Faculty/Staff Enrollment: (Select One) <input type="checkbox"/> Undergraduate credit <input type="checkbox"/> Graduate credit* <input type="checkbox"/> Audit	
Term for which rebate is requested: Year 20____ <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
*Taxable as Income	
Classes will be taken: <input type="checkbox"/> During non-working hours <input type="checkbox"/> During working hours (authorization required)	
<input type="checkbox"/> On-the-job training or other authorized course during working hours	

AUTHORIZATION FOR COURSES DURING WORKING HOURS		
For employees requesting courses during working hours, the following information and signatures of approval are required. (Reasons for such approval include on-the-job training or courses required to complete a degree that are only available outside of working hours.)		
For employees on a time card or clock: On what schedule will time be made up if not spent in authorized on-the-job training?		
_____	_____	_____
Dean or Department Head	Title	Date
For exempt employees, the following signatures of approval are required:		
_____	_____	_____
Dean or Department Head	Title	Date
_____	_____	_____
Vice President	Division	Date

I certify that my responses on this application are accurate and that I understand the basis on which tuition rebate is granted.

Signature of Faculty or Staff

Date

**DEPENDENT / SPOUSE / PARTNER TUITION ELIGIBILITY
ON CAMPUS COURSES ONLY**

Note: Limited to no more than A: two (2) Dependents OR B: a Spouse/Partner and one (1) Dependent on tuition rebate in any session or term

Recipient Tuition Rebate: Dependent _____ Spouse/Partner _____
Name Name

Tuition Recipient's Drake ID # _____

Term for which rebate is requested: Year 20__ Fall Spring Summer

Enrollment*: Undergraduate credit Graduate credit Audit

***PharmD:** Freshman, Sophomore, P1 & P2 = Undergraduate; P1 & P2 Taxable as income
P3 & P4 = Graduate

If tuition is for a dependent, please answer the following questions. Dependency status is required for tuition rebate eligibility.

1. Will he/she be **less than 26 years of age** on the first day of classes of the semester/session for which the tuition rebate will be used? Yes No
2. Is he/she employed full-time? Yes No
3. Will you claim him/her on your (or your family's) income tax return during the period for which the tuition rebate is used? Yes No

If above answer is No, will you provide principal support during the period for which the tuition rebate is used?

- Yes Attach a written statement to confirm eligibility, outlining the support provided by you and demonstrating dependency status.
 No

DEPENDENT / SPOUSE / PARTNER TUITION WAIVER

Undergraduate Tuition Waiver

Graduate Tuition Waiver*

<u>Years of Employment</u>	<u>% of Waiver</u>
<input type="checkbox"/> 0 – 1 Year	50%
<input type="checkbox"/> 1+ Year(s)*	100%

	<u>% of Waiver</u>
<input type="checkbox"/> Faculty or staff employed on or after January 1, 1969	50%
<input type="checkbox"/> Faculty or staff employed on or before December 31, 1968	100%

* Must have completed one year of service on or before the first day of classes of a semester or summer session.

***Taxable as Income**

Note: No tuition waiver for law or doctoral program.

Reviewed by Student Financial Planning

Tuition Rebate Eligibility Approved by:

_____ Date: _____

_____ Date: _____

Human Resources

FOR STUDENT ACCOUNTS OFFICE ONLY

Amount \$ _____

Code: _____

Date: _____