

CALUMET Application for Staff Dependent or Staff Spouse/Domestic Partner Fee Remission

Student Accounts Office Form 6002 – Revised 11/21/05

PLEASE PRINT CLEARLY

ALL FORMS MUST BE COMPLETED IN FULL IN ORDER TO BE PROCESSED. INCOMPLETE FORMS WILL BE RETURNED TO STAFF MEMBER. (NEW FORM REQUIRED FOR EACH TERM.)

Section A – General Information (ALL applicants must complete this section.)

Employee Name: _____ Employee ID Number: _____

Employee Department: _____ Date of Employment: _____ \ \ _____

Employing Campus: _____ Employee Status: (Check One Below.)

Type of fee remission requested: (Check One) Admin/Faculty Clerical/Service Graduate Staff Official Retiree
 Dependent Spouse Domestic Partner
(Complete Section B) (Complete Section C)

FOR: Fall 20____ Spring 20____ Summer 20____ Campus _____

Section B – Complete for Staff Dependent Remission Only

Name of STAFF DEPENDENT (IN FULL): _____

STAFF DEPENDENT's Student ID Number: _____ Birthdate: _____ \ \ _____

Has the STAFF DEPENDENT earned a baccalaureate or professional degree from any institution prior to this application?
 YES NO

Is the STAFF DEPENDENT less than 26 years old? YES NO

Will STAFF DEPENDENT be working toward a degree at Purdue University Calumet? YES NO (where) _____

School and Curriculum in which STAFF DEPENDENT will be registered: _____

Is this applicant your: (CHECK ONE) Child Step Child Ward

(If you checked Ward on the above line, please provide a copy of your court documents with the application.)

Home address of Parent or Legal Guardian: _____

Has STAFF DEPENDENT been registered as a Purdue student prior to this application for fee remission? YES NO

If YES, state number of additional semesters needed for graduation: _____

If NO, indicate here when first registration will be: _____

(Give semester or summer session and year: e.g. Fall, 2005)

Section C – Complete for Staff Spouse/Domestic Partner Remission Only

Has Staff Member been employed in an eligible position continuously (without breaks in employment) for two or more years?
YES NO

Name of STAFF SPOUSE/DOMESTIC PARTNER (IN FULL): _____

STAFF SPOUSE/DOMESTIC PARTNER'S Student ID number: _____

Date of Spouse Marriage: _____ \ \ _____

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The Head of the School, Division or Department employing the staff member of the student for whom application for fee remission is being made must approve this form. By signing this form you will be certifying the relationship between the student and employee. If staff member terminates employment, please contact the Office of Student Accounts. Forward the form to Human Resources for final approval.

Signature: _____ (Department Head) Date: _____

I certify the employee listed above has been employed since _____ \ \ _____ (If employment has not been continuous, it should be noted.)

Signature: _____ (Human Resources) Date: _____

OFFICE USE ONLY: DATE ENTERED _____ INITIALS _____

Plan for success with Purdue University Calumet

STAFF DEPENDENT AND STAFF SPOUSE/DOMESTIC PARTNER REMISSION POLICY

Please refer to Executive Memorandum No. C-7

- If a staff member's appointment terminates within six weeks after the start of the semester or prior to July 1 during the summer session and course work is continued, full student fees must be paid for the semester or summer session.
- If staff member is an Official Retiree of the University or disabled, they need to send the complete application to Human Resources (LAWS 212) for verification.
- Remission will not cover any special fees, technology fees, lab fees, deposits, workshop fees and differential fees.
- Remissions for children or partners of domestic partner relationships apply to same-sex domestic partner relationships only. An Affidavit of Domestic Partnership must be on file with Human Resources.
- Part-Time Lecturers and Visiting Scholars are not eligible for fee remissions.

Staff Child Remission

- Parent or guardian is employed in a regular half-time or more position or an active duty member of the Armed Forces with duties performed on a Purdue Campus or disabled and receiving short-term or long-term disability benefits or retired or deceased and eligible to receive benefits as outlined in Executive Memorandum No.B-35.
- Student must be a full or part-time degree seeking undergraduate student.
- Student must not have earned a baccalaureate or professional degree from any institution.
- Student must be seeking a degree offered by the Calumet, West Lafayette, North Central or Fort Wayne campuses.
- Student must be under 26 years of age to initially obtain the remission.
- Students who are enrolled and turn 26 years of age will be eligible for the fee remission as long as they are continuously registered.

Staff Spouse/Domestic Partner Remission

- The staff member must have been employed on a continuous basis for at least two years before the spouse or domestic partner is eligible for the remission. (First day of the semester constitutes the cut off date.)
- Graduate Staff spouses are eligible for remission of non-resident tuition.
- The remission rate will apply for a maximum of seven (7) credit hours for Spring and Fall semesters and four (4) credit hours for the Summer session. Full fees will be assessed on each hour over the limit.
- Remission applies to undergraduate and graduate courses.
- The spouse fee remission does not apply to graduate staff; however, non-resident graduate staff spouses are eligible for remission of non-resident tuition.

NOTE:

Please make sure to obtain two signatures on this application form. We will not enter the fee remission without proper certification.