

# TUITION DEPOSIT FORM

Refer to instructions on back before completing the form.  
Please print all information.

## SECTION 1

Quarter \_\_\_\_\_ Year \_\_\_\_\_ Benefit Eligibility Status \_\_\_\_\_  
(Fall, Winter, Spring, Summer) (A,B,C,D,E,F,G,I,J,K,L or M - see reverse side)

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## 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

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## SECTION 3

Indicate the applicable school or program:

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

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## 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.

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## SECTION 5

\_\_\_\_\_  
HRM Approval Date Dean of Continuing Education (if applicable)

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

## **BENEFIT ELIGIBILITY STATUS**

- A Regular Full-Time Faculty, Administrative and Professional Hay 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
- M Spouse of Deceased Employee

## **INSTRUCTIONS**

Please refer to the HRM/Benefits website 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. Please print or write legibly.
2. Mail or bring to Human Resources Management, 250 Columbus Place.
3. Forms will be reviewed for completeness and eligibility, approved or denied, and forwarded directly to the Bursar's Office. If a request is denied or additional information is needed, you will be notified in writing. A copy of the Tuition Deposit Form will be sent to you upon approval.
4. You will continue to receive bills from the Bursar's Office until the form is processed. Upon processing, if a balance is still due, the Bursar 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.***