



Dependent Tuition Reimbursement Request

I am requesting tuition reimbursement of 4.25% for my child's undergraduate higher education expenses in accordance with the HR Policy 7.3 on Dependent's Tuition Programs at Other Schools. The expenses must be for the current academic year only. Claims must be submitted within 90 days of the end of the current academic year.

I certify that the following criteria have been met:

- I have been employed in a regular, benefits-eligible position at Seattle University for at least one year;
- My child is a qualifying dependent according to IRS regulations;
- My child attends an accredited institution of higher education other than Seattle University.

Dependent's Name:

College/University Name:

Please complete the calculation below:

- Subtract fees, charges, room and board from the tuition amount
- You must attach a copy of the paid tuition bill in order to be reimbursed

Total Tuition x 4.25% = Amount Requested for Reimbursement

I understand that this is a taxable benefit. The reimbursement amount will be added to my next paycheck and taxed accordingly.

Signature:

Date:

Print Name:

SU ID:

Benefits Office (verify calculation) Processed through Payroll