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**APPLICATION (PUBLIC ACT 90-0282)**  
**INTERINSTITUTIONAL 50% TUITION WAIVER FOR CHILDREN OF PUBLIC UNIVERSITY EMPLOYEES**

APPLICATION for 50% Tuition Waiver at (name of university/campus): \_\_\_\_\_

Semester and year for which request is made:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ \*SS#: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Campus Address: \_\_\_\_\_

Student Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Student Certification of Registration Compliance & Acknowledgment of Policies**

1. I certify that I am not required to be registered with the Selective Service because (CHECK ONE BELOW):
  - \_\_\_\_ A. I am female.
  - \_\_\_\_ B. I am a permanent resident of the trust territory of the Pacific Islands or the Northern Mariana Islands.
  - \_\_\_\_ C. I have not reached my 18<sup>th</sup> birthday.
  - \_\_\_\_ D. I am in the armed services on active duty (members of the Reserves and National Guard are not considered on active duty).
  - \_\_\_\_ E. I was born before 1960.
  - \_\_\_\_ F. I am an international student.
  
2. \_\_\_\_ I certify that I am registered with the Selective Service.

I hereby declare that the Student Certification of Registration Compliance is true and correct and that I am a child or stepchild who is eligible for the 50% tuition waiver pursuant to P.A. 90-0282 and related policies/procedures. I request and understand that this information will be verified by accessing university records, and that total partial undergraduate tuition waiver benefits granted to me may not exceed the 4-year limitation established in P.A. 90-0282. In the event this application contains any false statements, errors or omissions pertaining to my parent's service record or in the event total partial undergraduate tuition waiver benefits among eligible institutions exceed the 4-year limitation, I will be responsible for the full value of any ineligible benefits that I may have received.

I understand that a separate "Tuition Waiver Benefit Utilization Record" must be completed for each institution in which I have been enrolled while utilizing these tuition waiver benefits, that the tuition waiver benefit utilization record may be subject to verification by the tuition waiver granting institution and that tuition waiver approval protocols shall be subject to individual university policies. (See attached policy statement for additional information.)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent's Disclosure/Certification of Illinois Public University Employment**

**Instructions:** Please complete the following information as thoroughly as possible. All items must be completed. Percentage and dates of employment must be listed for each position claimed. The *human resource or personnel office* at listed universities may formally confirm the employment record and/or parent/child relationship through the use of university benefit/benefit records at all locations for which employment credit is claimed. Confirmation procedures may require additional documentation.

Qualified Employee (Parent) Name: \_\_\_\_\_ \*SS#/I.D. #: \_\_\_\_\_

Employing University: \_\_\_\_\_ Category: Fac: \_\_\_\_\_ A/P: \_\_\_\_\_ CS: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

I hereby declare that this student is my child or stepchild. Employee signature is not required as a condition of student eligibility. I hereby consent that the information on this form may be released to participating institutions.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT/PARENT (use additional sheet if necessary)**

Institution (branch or location) (list current employer first)	Inclusive Dates of Employment	Percent of Employment

**FOR OFFICE USE ONLY**

Applicant Information Confirmed/Corrected	Authorized University Signature & Printed Name	Date

**FOR OFFICE USE ONLY**

Account #: \_\_\_\_\_ Amount: \_\_\_\_\_ F.A. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Human Resource/Financial Aid Office (as applicable) – Qualified Employee/Student – Tuition Waiver Granting University

# INTERINSTITUTIONAL 50% TUITION WAIVER FOR CHILDREN OF PUBLIC UNIVERSITY EMPLOYEES

## **General Conditions/Applicability**

### Summary

The interinstitutional 50% tuition waiver for children of public university employees provides for 50% tuition waiver (not including fees) for up to 4 years of waivers for undergraduate education (excluding non-credit and graduate/professional academic programs or certifications). The benefit applies to eligible children of an eligible employee of a Illinois senior public university (see definitions below) as long as the child maintains satisfactory academic progress towards graduation at any campus of a Illinois senior public university to which the child has been admitted under the same requirements, standards and policies applicable to general admissions.

### Child Eligibility

1. Must be under age 25 at the beginning of any academic year (defined as the first day of instruction) in which the waiver will be effective; and
2. Must be the natural child, adopted child, or stepchild of an eligible employee.

### Employee Eligibility

1. Must be a current employee at one of the following Illinois senior public universities: Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Southern Illinois University, University of Illinois, and Western Illinois University and employed at 50% time or more in a SURS eligible appointment capacity; and
2. Must be in active status (includes approved leave of absence and not on permanent layoff status) as of the first day of the academic term (of the institution where the child is enrolled) for which the waiver is being requested. Changes in status after the first day will only affect future academic terms; and
3. Must have completed at least seven years of eligible employment (as identified in #1 and #2 above) as of the first day of the academic term where the student is enrolled. The seven years can be a combination of employment among different universities, and the seven years do not have to be consecutive.

### **Processing Instructions**

1. Either the individual employee or the child/student must initiate the initial application for the 50% tuition waiver and prove employee status eligibility by obtaining and completing both the student and the employee sections of the "Interinstitutional 50% Tuition Waiver for Children of Public University Employees" Application form and the "Tuition Waiver Benefit Utilization Record". The Benefit Utilization Record must be completed even if no benefit usage is claimed.
2. The signed forms should be returned to the employee's human resources office responsible for handling the employee's current employment. Be sure to indicate on the form in employment has not been continuous or has been through a different human resources office (A/P or Civil Service) or at a different Illinois senior public university.

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### **At the University of Illinois**

Specific conditions and applicability regarding the interinstitutional 50% tuition waiver for children of public university employees may vary slightly between Illinois senior public universities. At the University of Illinois the following conditions apply:

1. The limitation of "4 years" of tuition waiver benefit is calculated as 8 semesters and 4 summer sessions.
2. The tuition waiver benefit may not be used for extramural or correspondence courses.
3. Ineligible employment categories include SURS annuitants (retirees), State Survey employees covered under the personnel policies of the Illinois Department of Natural Resources, employees of University-related organizations (i.e. Foundation, Alumni Association), academic hourly, Civil Service temporary and Extra Help, graduate and undergraduate assistants, and student employees.
4. The initial Application for this benefit must be received by the employee's human resources office no later than the last day of instruction (of the institution where the student attends) for the term in which the benefit will apply. There will be no retroactivity beyond the current term.
5. At a University of Illinois campus, continuing students do not have to submit a new Application form each semester once the initial application is verified. Re-verification will be processed automatically based on a list of students who received the waiver in the previous academic term and are still enrolled. If the student drops out one semester or transfers from one campus to another, a new Application form will be required.
6. A University of Illinois student who has a court-appointed guardian is eligible for this benefit if the guardian is a qualified employee of the University of Illinois (and only if the natural parents are deceased or have been declared unfit by court action).
7. If the employee or the student eligibility cannot be verified, the form will be returned to the employee or the student by the office responsible for the verification.

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### **\*Social Security Number Disclosure**

At times the University may provide you with forms on the behalf of benefit providers and other non-University organizations. Many of these forms require your Social Security number. As private companies it is within their rights to require you to provide your SSN in order to provide the requested service. These services typically include, but are not limited to, health and life insurance, retirement benefits, and employment verification. In addition, many State and Federal forms will also request your SSN. In addition to tax and other compensation related forms, these may include background checks for security sensitive positions, inter-institutional tuition waiver verification, and immigration related documents among others. If you feel one of these third parties has misused your SSN please forward this matter to the SSN policy coordinators at [ssn@uillinois.edu](mailto:ssn@uillinois.edu) as well as the party in question.