

Indiana University High School Tuition Waiver Enrollment Form

IU Tuition Benefit for Eligible IU Employees and Covered Dependents

Please return completed form to: University Human Resource Services, 400 E. Seventh Street, Poplars E165 Bloomington, IN 47405, or fax to 812-855-3409. Before registering for classes, check with the IU School of Continuing Studies to confirm that this form has been processed. ***This form must be completed and processed in order to have the tuition waiver benefit applied during course registration.***

Employee Information:

Employee Name: _____ Employee ID: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (Home): _____ - _____ - _____ Phone (Campus): _____ - _____ - _____ E-mail: _____

Recipient (check one): Employee Spouse (Marriage Date: _____) Registered Domestic Partner Dependent Child
 Dependent Child of Domestic Partner

Documentation to verify the relationship of a spouse, domestic partner, or dependent child (marriage certificate, birth certificate, domestic partner affidavit) is required with this enrollment form unless such documentation has been previously submitted. Please indicate their either you: are submitting documentation with this enrollment for **OR** have previously submitted such documentation to Human Resources

Student Information:

Student Name: _____ Birth Date: ____/____/____

Dragon User ID#: _____ (assigned to you if you have previously registered for IU High School courses.)

Home address: _____ City: _____ State: _____ Zip: _____

Gender: Male Female Citizenship: _____ E-Mail: _____

Complete the following for Dependent Child Tuition Benefit:

- | | | | |
|---------------|---|------------------------------|-----------------------------|
| Is the child: | • Unmarried? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | • meet the IRS Support Test and be claimed as a Federal Income Tax Dependent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | • age 23 or under?* | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | • totally disabled? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*Dependents are eligible through age 23, as long as the child can be claimed as an income tax dependent of the employee. Regardless of tax-exempt status, eligibility ceases as the end of the month in which the child reaches age 24, unless the child is totally disabled.

Employee Affirmation:

Employee Affirmation. I affirm that all information submitted as a part of, and in support of, this application is complete and correct, including the student information section of the application, and understand that any intentionally false declaration may result in disciplinary action up to and including termination of employment at Indiana University.

EMPLOYEE SIGNATURE: _____ DATE: ____/____/____

UHRS USE ONLY

Approved By: _____ Date: ____/____/____

Please read this information BEFORE submitting the application form on the reverse side. Before registering for classes, check with the IU School of Continuing Studies to confirm that this form has been processed. This form must be completed and processed in order to have the tuition waiver benefit applied during course registration.

Indiana University High School (IUHS) Summary

IUHS is a virtual high school that provides individual courses as well as a fully accredited high school diploma through distance learning offered by the Indiana University School of Continuing Studies. IUHS is accredited through the North Central Association and accepted for college admission by Indiana University and Big Ten schools, as well as many other universities nationally.

IUHS can be used by adults as an alternative to a GED education, by parents home schooling their children, as a supplement to regular high school programs, and by faculty or staff who wish their children to complete a domestic high school degree while overseas.

Benefit Amount

The benefit provides a 25 percent waiver of course tuition for eligible employees and their dependents who enroll in courses offered through IUHS.

Eligibility

The following categories of individuals associated with Indiana University are eligible for the Indiana University High School tuition waiver benefit:

- Full-time Academic and Staff (100%) employed at the time of enrollment in IUHS
- Full-time Academic and Staff (100%) on an approved leave of absence
- Individuals with IU Retiree status
- Disabled former employees receiving long-term disability benefits from a University-sponsored plan, Social Security Administration, or PERF
- The spouse, registered domestic partner, and dependent children of an individual in any of these categories

Dependent child is defined as a child, stepchild, or a child whose legal guardian is an eligible individual, or a child of a deceased parent or legal guardian who was an eligible employee at the time of death (provided the child was a legal dependent at the time of the parent or guardian's death), and at the time of enrollment for the tuition waiver:

- is 23 years of age or under, and
 - is unmarried, and
 - meets IRS requirements to be a dependent of the employee, spouse or registered same sex partner.
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Enrollment

Before registering for classes, check with the IU School of Continuing Studies to confirm that this form has been processed. This form must be completed and processed in order to have the tuition waiver benefit applied during course registration. To complete the IUHS tuition waiver enrollment form manually, see a campus Human Resources office. (Regular IU Tuition Benefit forms cannot be used for this benefit.) Completed forms should be submitted to the University Human Resource Services office for processing. After verification of eligibility, enrollment information will be provided to IU School of Continuing Studies and the student may register for IUHS classes with the tuition waiver.

Contact Information

Questions about eligibility can be addressed to University Human Resource Services at:

812-855-1286 or recben@indiana.edu

Questions about IUHS program information, tuition charges, billing, and the tuition waiver should be directed to the IU School of Continuing Studies at:

812-855-2292 or 800 334-1011

scs@indiana.edu