

Applications for dependent tuition subsidy need to be submitted each quarter or semester that an employee of Colby College is requesting a tuition subsidy payment. Please return the completed form and a copy of your dependent's detailed student statement or bill, showing the tuition line item to the Office of Human Resources.

Approval of the tuition subsidy is subject to the following approved policies:

1. The employee is employed on a regular fiscal or academic full-time basis as:
 - a. A faculty member as defined in Article V of the Bylaws.
 - b. A professional member of the administrative staff as defined by the President.
 - c. A member of the classified staff.
2. New regular full-time employees employed after July 1, 1985 require six years of regular full-time employment to be eligible.
3. For each year of each child's tuition payment there must be one year of service.
4. The dependent tuition benefit applies to undergraduate instruction only.
5. The dependent must be enrolled on a full-time basis.
6. The institution must be regionally accredited.
7. The institution must offer a bachelor's degree or an associate's degree in a field which the associate's degree is considered terminal or in a program which at the end of the two years permits transfer to a four-year accredited institution.
8. This benefit will be granted for not more than eight semesters or twelve quarters to any one dependent. (Summer terms will count as one of the semesters or quarters.)
9. The dependent tuition benefit is for tuition only.
10. The child is a dependent as set forth by the Internal Revenue Service (IRS). The IRS states that, in general, to be a taxpayer's qualifying child, a person must satisfy the following four tests for two or more years:
 - a. Relationship – the taxpayer's child or stepchild (whether by blood or adoption), foster child, sibling or stepsibling, or a descendent of one of these.
 - b. Residence – has the same principal residence as the taxpayer for more than half the tax year. Exceptions apply, in certain cases, for children of divorced or separated parents, kidnapped children, temporary absences, and for children who were born or died during the year.
 - c. Age – must be under the age of 19 at the end of the tax year, or under the age of 24 is a full-time student for at least five months of the year, or be permanently and totally disabled at any time during the year.
 - d. Support – did not provide more than one-half of his/her own support for the year.

The undersigned also agrees to promptly notify Colby Human Resources in the event that the child no longer meets the IRS dependent requirement.

In the event that the dependent withdraws from the accredited institution and receives a tuition refund, the undersigned must promptly notify Colby and immediately return any payment dispersed on the dependent's behalf.



I certify, under penalty of perjury, that the following is true and correct. I, the undersigned employee of Colby College, understand that falsification of information contained in this statement may lead to disciplinary action, including without limitation immediate termination of employment, and may subject myself to charges of tax fraud or civil action to recover any losses, including without limitation reasonable attorney's fees.

Employee Name: _____ Date of Hire at Colby: _____

Name of Dependent Child: _____

College/University: _____

College Year (please check): Senior Junior Sophomore First Year

I certify that this child and the attending institution meet the criteria listed above.

Signature of Employee

Date