



NORTHWESTERN  
UNIVERSITY

**2009 Reduced Tuition Plan Benefit Application**  
**Undergraduate Study at Northwestern University**  
**by a Spouse or Dependent Child**  
**Must be submitted by December 31, 2009**

**Submit completed form to**  
**Benefits Division**  
**720 University Place**  
**Evanston, IL 60208**

**EMPLOYEE INFORMATION**

LAST NAME:		FIRST NAME:		EMPLOYEE'S SSN:	DATE OF HIRE:
EMPLOYEE ID:		DAY TELEPHONE #:	E-MAIL:		DEPARTMENT
					<input type="checkbox"/> Faculty <input type="checkbox"/> Staff

**STUDENT INFORMATION**

NAME:		SSN:	DATE OF BIRTH (if dependent child):			
RELATIONSHIP TO EMPLOYEE	<input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child	# OF CREDITS:	YEAR OF STUDY	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior <input type="checkbox"/> Senior	DEGREE:

**SCHOOL ENROLLMENT INFORMATION**

- School of Continuing Studies (employees must have completed at least 6 months of qualified service)
- Undergraduate Day School (employees must have completed specified years of qualified service)
- |  |   |
|--|---|
| <input type="checkbox"/> Judd A. and Marjorie Weinberg College of Arts and Sciences    | <input type="checkbox"/> Medill School of Journalism            |
| <input type="checkbox"/> School of Communication                                       | <input type="checkbox"/> Henry and Leigh Bienen School of Music |
| <input type="checkbox"/> School of Education and Social Policy                         | <input type="checkbox"/> Summer Session                         |
| <input type="checkbox"/> Robert R. McCormick School of Engineering and Applied Science |   |

**Please note:** Student must be an eligible spouse or dependent child enrolled in an undergraduate degree program or working towards the requirements of a teaching certificate.

**BENEFIT PLAN ELECTION (REQUIRES YEARS OF CONTINUOUS FULL TIME SERVICE STATED BELOW)**

Former Plan (Employees hired prior to January 1, 2000)		Current Plan (Employees hired after January 1, 2000)	
Service Requirement	Benefit Amount	Service Requirement	Benefit Amount
8 years	60%	5 years	40%
12 years	90%		
<input type="checkbox"/> I elect to apply for benefits under this plan		<input type="checkbox"/> I elect to apply for benefits under this plan	

I understand that once I select the Current Plan, I may not select the Former Plan at a future date for the same dependent.

**CERTIFICATION**

I certify that the information provided by me is correct. I have read both sides of this application. I agree to comply with the provisions of the Reduced Tuition Plan for a Spouse/Dependent Child as described in the Educational Assistance and Reduced Tuition Plans Document.

Furthermore, if my employment ceases or is reduced to less than full-time status, I understand that I may receive tuition benefits through the end of the term of study in which the termination of University employment occurs. The amount of the tuition benefit is determined by the applicable tuition plan.

**Signature:**

**Date:**

**FOR BENEFITS DIVISION USE ONLY**

STUDENT ID:	SA CODE	TERM	
STUDENT NAME:	SCHOOL	<input type="checkbox"/> WI 08-09	<input type="checkbox"/> SU 08-09
EE QHD:		<input type="checkbox"/> SP 08-09	<input type="checkbox"/> FA 09-10

**NORTHWESTERN UNIVERSITY**  
**REDUCED TUITION PLAN FOR A SPOUSE, DOMESTIC PARTNER, OR DEPENDENT CHILD**  
**For UNDERGRADUATE study at NORTHWESTERN UNIVERSITY**  
**Terms of Study Beginning JANUARY 1, 2009**

**ELIGIBILITY:** To be eligible for Reduced Tuition benefits, faculty and exempt staff must have an appointment or series of appointments totaling 100% (full-time) and nonexempt staff must be scheduled to work a minimum of 35 hours per week as of the first day of the term for which the benefit is requested. Eligibility does not imply or guarantee acceptance into any University program. The benefit is based on the number of years of qualifying service. Periods of part-time service are considered qualifying years of service and will be prorated. Employees on an approved leave of absence during a term in which he or she is otherwise eligible for Reduced Tuition benefits may receive the benefit if either 1) the leave is due to a verifiable medical disability; or 2) the employee continues to receive full or partial salary during the leave; or 3) the Provost or Senior Vice President for Business and Finance, as appropriate, has determined that the leave is job-enhancing and that the employee will return to the previously held position. Tuition benefits will be based upon the years of service at the time the leave begins. Any period of unpaid leave is not included in the determination of an employee's years of continuous University service. An employee who becomes totally disabled while in the service of Northwestern University and who continues to be eligible for University insurance benefits also remains eligible to receive Reduced Tuition benefits. To qualify for Reduced Tuition, a dependent child must be financially dependent upon an eligible employee for more than half of his or her support and must be under age 25 by the first day of the term for which the benefit is requested. The University reserves the right to require sufficient proof of dependent status in determining eligibility for tuition benefits. A spouse must be legally married to and have his or her principal residence with the eligible employee. For a domestic partner, the domestic partner must be declared with Northwestern University by filing the Domestic Partner Declaration form, available on the benefits division website.

**COORDINATION WITH OTHER FINANCIAL AID:** The Illinois State Assistance Commission and other agencies granting financial aid consider this educational assistance to be a type of institutional grant support. Students must report the benefit as a form of gift aid when reporting assistance to these agencies.

**DEADLINE FOR APPLICATION:** Reduced Tuition applications should be submitted prior to a student's first registration. Applications will be accepted and processed retroactively for terms in the calendar year for which the student is eligible to receive the benefit. However, any late payment fees assessed by Student Accounts may not be waived for applications filed after the beginning of the term(s) for which they were requested. In addition, ALL APPLICATIONS FOR TERMS IN 2009 MUST BE RECEIVED NO LATER THAN DECEMBER 31<sup>st</sup>, in order to receive the Reduced Tuition benefit.

TUITION REDUCTION AMOUNTS	
PROGRAM	TUITION REDUCTION
<b>Undergraduate Day School:</b>	
<b>Employees whose current service period began before 1/1/2000</b>	
• 8 or more years but less than 12 years of continuous qualified service	Up to 60%
• 12 or more years of continuous qualified service	Up to 90%
<b>OR....</b>	
<b>Employees whose current service period began on or after after January 1, 2000</b>	
• 5 years of continuous qualified service	Up to 40%
<b>School of Continuing Studies:</b>	
• 6 or more months continuous qualified service	Up to 85%

**WHERE AND WHEN TO APPLY**

NU Medical School faculty should submit this application to: Northwestern University Medical School Administrative Operations 4-334 Ward Chicago Campus or 303 E Chicago Ave, Chicago, IL 60611	All other University faculty and staff should submit this application to: Northwestern University Benefits Division 720 University Place Evanston, Illinois 60208
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**QUESTIONS:** If you should have any questions, please contact the Benefits Division via E-mail at [benefits@northwestern.edu](mailto:benefits@northwestern.edu) or via telephone at (847) 491-7513.

Northwestern University reserves the right to change this benefit with or without notice.