



The Tuition Remission Program provides financial assistance to Hofstra University employees, their spouses or same sex domestic partners, and their IRS dependent children. To be eligible for tuition remission, the student must meet all University admission and registration requirements. All University policies apply to tuition remission recipients. Tuition remission for employee and/or spouse is available for both undergraduate and graduate courses. In the case of an IRS dependent child, tuition remission applies only to undergraduate courses. If you are a union member you should refer to your respective collective bargaining agreement for more information regarding your tuition remission benefits limitations.

This policy provides remission for tuition only. The payment of all non-tuition charges are the responsibility of the employee as well as the recipient of tuition remission and are not covered as a benefit under this policy. All charges not covered by this policy must be paid in accordance with the terms listed in the University Bulletin and Class Schedule. Pursuant to University policy, no one can register for courses where there is a hold on an account.

Tuition remission does not apply to: the Law School, the EMBA, independent study (tutorials, graduate student teaching, graduate thesis, doctoral level course work, etc., unless required for the undergraduate degree/major) or Center for Continuing Education and Professional Advancement courses.

After four years of continuous service, full-time employees are entitled to full tuition remission coverage for his/her dependent child/children. A dependent child is defined as your biological or legally adopted son or daughter whom you claim as dependent when filing income tax. If the dependent is 23 years or older, the employee is required to provide proof of his/her dependent status (tax return).

If an employee resigns or is released during a semester, the course(s) that the employee, spouse or same sex domestic partner or dependent child is taking may be dropped without tuition remission charge. If the employee and/or spouse or same sex domestic partner or dependent child elects to continue the course(s) when the employee is no longer in the employ of the University, their tuition will be prorated for the balance of the semester.

Please note that any fraudulent documents pertaining to the relationship of your dependent status will result in immediate termination and all tuition remission received will be owed to Hofstra University.

All full-time students are required to complete the Free Application for Federal Student Aid (FAFSA) and the Tuition Assistance Program (TAP) forms on-line at <http://www.fafsa.ed.gov/> and <http://www.tapweb.org/totw/>. For further information regarding FAFSA and TAP application please contact the Financial Aid Department at 463-6677. The TAP awarded is applied as a credit against tuition remission. All employees are required to submit their tuition remission application no later than the appropriate deadlines as listed on the form. The Tuition Remission Application and Graduate Taxable Tuition Remission Application are both available on the Hofstra University portal.



Tuition Remission Application

Undergraduate Graduate

INFORMATION CONCERNING APPLICANT (HOFSTRA PERSONNEL)

Hofstra ID, Last Name, First Name, Department, Classification, Date of Full-Time Employment or Continuous Part-Time Employment, I Have Applied for FAFSA (Dependent Child Only)

INFORMATION CONCERNING REGISTRANT

Student ID, Last Name, First Name, Relationship to Applicant, Semester or Session, Department & Course No., Section, Course Title, Sem. Hrs., Days, Time To

The Tuition Remission credit will be applied to your account after the third week of the semester. The deadlines for submitting the Tuition Remission and Graduate Taxable Tuition Remission forms are as follows:

Semester & Due Date
Winter and Spring - Jan. 1st
Summer I, II, III and Fall - Apr. 1st

I have read, understand and agree to the conditions/policies for the Hofstra University Tuition Remission Program. I agree that I am responsible for any and all charges associated with registration that are not covered under this policy, including charges incurred by my spouse and/or dependent. I authorize Hofstra to release my student account records to the Office of Human Resources to determine my eligibility for Tuition Remission and any outstanding balances owed.

Employee Signature, Employee Title, Phone Ext., Date, Student's Signature (if different), Student's Name, Home Phone, Date