



Read information on reverse side **BEFORE** completing this form. Before registering for classes, check with the IUHS 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.

**1. EMPLOYEE INFORMATION:**

Employee Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ 10-Digit Employee ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Campus: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Recipient:       Employee       Spouse (Marriage Date: \_\_\_\_\_)       Dependent Child

Documentation to verify the relationship of a spouse or dependent child (marriage certificate, birth certificate) is required with this enrollment form unless such documentation has been previously submitted.

Please indicate whether you:  are submitting documentation with this enrollment, or  
 have previously submitted such documentation to Human Resources

**2. STUDENT INFORMATION:**

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender:  Male  Female Dragon User ID#: \_\_\_\_\_ (assigned to student if previously registered for IUHS courses.)

Home address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Citizenship: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Complete the following for Dependent Child Tuition Benefit:

<b>Is the child:</b>	• unmarried?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	• able to meet the IRS Support Test requirements as a Qualifying Child?	<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 meets the IRS Support test requirements as a Qualifying Child of the employee or spouse. Eligibility ceases at the end of the semester in which the child reached age 24, unless the child is totally disabled.

**3. 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

Return completed form to *enews@iu.edu*, or  
Mail to IU Human Resources - ATTN: Customer Care, Poplars E165, 400 E. 7th Street, Bloomington, IN  
47405-3085

**HR USE ONLY**

Approved By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please read the below information BEFORE submitting the application form.**

**Before registering for classes, check with the IUHS 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**

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IUHS is a virtual high school that provides individual courses as well as a fully accredited high school diploma through distance learning. 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**

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

## **ELIGIBILITY**

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

\*Full-time is 75% FTE or greater.

Dependent child is defined as the biological or adopted 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 individual 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. In addition the child must:

- be 23 years of age or under, and
- be unmarried, and
- meet the IRS Support test requirements as a Qualifying Child of the employee or spouse.

## **ENROLLMENT**

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Before registering for classes, check with IUHS 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. Completed IUHS Tuition Waiver Enrollment forms should be submitted to the IU Human Resources office for processing. After verification of eligibility, enrollment information will be provided to IUHS and the student may register for IUHS classes with the tuition waiver.

### **CONTACT INFORMATION**

Questions about eligibility can be addressed to IU Human Resources at:

**812-856-1234** or ***enews@iu.edu***

Questions about IUHS program information, tuition charges, billing, and the tuition waiver should be directed to IUHS at:

**812-855-2292** or **800-334-1011**

***iuhs@indiana.edu***