

**IMPORTANT—PLEASE READ ALL INFORMATION ON REVERSE SIDE BEFORE COMPLETING THIS FORM**

Before registering for classes, check with IUHS to confirm that this form has been processed. This form must be completed and processed to have the tuition waiver applied during course registration. Find more information about IUHS by contacting iuhs@indiana.edu or by visiting iuhighschool.iu.edu.

| SECTION 1 EMPLOYEE INFORMATION | | | |
|--------------------------------|-------|-------------------------|------|
| Employee Name: | | 10-Digit University ID: | |
| Address: | City: | State: | Zip: |
| Campus: | | Phone: | |
| Email: | | | |

| SECTION 2 STUDENT INFORMATION | | | |
|--|------------------------------|-----------------------------|------|
| Recipient: <input type="checkbox"/> Employee <input type="checkbox"/> Spouse* (Marriage Date: _____) <input type="checkbox"/> Dependent Child* | | | |
| * Documentation to verify the relationship (e.g. marriage or birth certificate, guardianship order) is required to be submitted with this application unless it has been previously submitted (such as for medical coverage). Please indicate whether you: | | | |
| <input type="checkbox"/> are submitting dependent documentation with this enrollment, or | | | |
| <input type="checkbox"/> have previously submitted dependent documentation to IU Human Resources | | | |
| Student Name: | | Date of Birth: | |
| Address: | City: | State: | Zip: |
| Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | Citizenship: | | |
| Email: | | | |
| FOR DEPENDENT CHILD TUITION BENEFIT | | | |
| <i>Dependents are eligible through age 23, as long as the child meets the IRS support test requirements as a qualifying child of the employe or spouse (see IRS Pub 501). Eligibility ceases at the end of the semester in which the child reached age 24, unless the child is totally disabled.</i> | | | |
| Dependent Date of Birth: | | Dependent Age: | |
| Is this child: | | | |
| • 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 | |

| SECTION 3 AFFIRMATION/SIGNATURE | |
|---|------|
| 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 |

TO SIGN AND SUBMIT THIS FORM ELECTRONICALLY YOU MUST SAVE IT TO YOUR DEVICE FIRST.

Submit completed form to hrbnfts@iu.edu, or (812) 855-3409 (fax), or
IU Human Resources, ATTN: IUHS Tuition Waiver, Poplars E165, 400 E. 7th Street, Bloomington, IN 47405-3085

| | | |
|------------------------|--------------|-------|
| FOR HR USE ONLY | Approved by: | Date: |
|------------------------|--------------|-------|

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IU 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. 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 IUHS tuition benefit:

- Full-time (75% FTE or greater) Academic and Staff employees (including Residents) employed at the time of enrollment in IUHS;
- Full-time (75% FTE or greater) Academic and Staff employees (including Residents) on an approved leave of absence;
- Individuals with IU Retiree Status;
- Disabled former full-time (75% FTE or greater) employees receiving long term disability benefits from a university-sponsored plan, the Social Security Administration, or Public Employee's Retirement Fund (PERF); and
- The spouse and dependent child(ren) of an individual in any of these categories

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 benefit. 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 (as defined in [IRS Publication 501](#)).

ENROLLMENT

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 Benefit Applications 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 benefit.

CUSTOMER SERVICE

Questions about eligibility can be addressed to IU Human Resources at (812) 856-1234 or hrbnfts@iu.edu.

Questions about IUHS program, tuition charges, billing, and the tuition waiver should be directed to IUHS by phone at (812) 855-2292 or (800) 334-1011, or by email to iuhs@indiana.edu.