**Champlain College - Tuition Assistance Certification**   
(to be completed by employees for themselves or family member(s**) each semester** when  
taking undergraduate and/or graduate classes – one form per family member)

Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Hire \_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student’s ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s relationship to employee (select one): Is this a graduate level class? Yes No (circle one)

**I understand it is my responsibility to contact the People Center to set up any required taxes.**

1. Employee
2. Dependent Child

I understand that a false certification regarding the student’s dependent status could result in tax penalties and further agree to notify the payroll department of any change in family status that may affect this benefit. I certify that:

1. The student named above is my child, stepchild or legally-adopted child and
2. I provide more than half the support of the student named above
3. Non-Dependent Child
4. Spouse

***Please note: Undergraduate tuition assistance for non-dependent children is not exempt from federal taxation per IRS regulations. Graduate-level classes are taxable on the full value of the benefit for dependents, non-dependents and spouses. Employees taking graduate-level classes are currently exempt from the first $5,250 value of classes per calendar year; after that point, the classes are considered a taxable benefit.***

***Please contact the People Center to review the taxable piece of this tuition benefit once you or your student has enrolled in classes.***

I agree to make timely payment for any fees not covered by the tuition benefit such as truED Program, Tuition Overload (33+ credits per academic year), Health Insurance Fee (may be waived online with proof of student’s own insurance), Dorm/Damage Deposit, Meal Plans, Program Lab Fee, Software Technology Fee, Student Activities Fee, Parking Fines, Media Fines, etc. To assist with monitoring payment of fees, we highly recommend the employee have the student set them up as an Authorized User on their student account—Student: go to <https://my.champlain.edu/>, click Student, WebAdvisor, Students, Student Statement & Payment, Authorized User (follow instructions on this tab). We also recommend that the student sign a FERPA form to allow the employee and the college to communicate on behalf of the student--http://www.champlain.edu/current-students/academic-information/grades-and-transcripts/ferpa-information-guide.

I understand that students enrolled under the family-tuition plan are not eligible for institutional scholarship assistance funded through Champlain College. Employee-relation students are eligible to apply for federal aid by filing a FAFSA. Refer to the Tuition Policy, Section III and Eligible Classes to determine eligible classes and those classes excluded.

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Employee Signature Date

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People Center Representative Date Revised 09/01/18