



Office of Financial Aid

216 Lela Raney Wood Hall
Columbia, MO 65215
PHONE (573) 876-7106
FAX (573) 876-2320
EMAIL finaid@stephens.edu

Student Name (Last, First)	Student ID Number <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

2026-2027 Employee Dependent/Spouse/Domestic Partner Tuition Waiver Benefit Form

As a benefit to your full-time (full-time is classified as a minimum of $\frac{3}{4}$ time or 1,560 hours per year) employment at Stephens College, your dependent, spouse, or domestic partner may be eligible to have their tuition waived up to 100% for courses taken at the College. Before Stephens College can provide any tuition waiver benefits, we require confirmation of your employment status each term.

Section A: To be completed by Stephens College employee

Name of Employee	
Employee's Date of Birth	
Student's Degree/Academic Program	
Term Seeking Benefit	

I understand the following:

- Benefit begins six months after an employee's hire date.
- Students must meet all admission requirements at the time of application. Enrollment is contingent upon available space in the course(s) requested.
- Tuition is waived at 100% for full-time students and 80% for part-time students. All other expenses associated with enrollment are the sole responsibility of the employee. This includes fees, lab expenses, books, and other miscellaneous expenses.
- Students are required to submit application materials for federal and state aid (FAFSA). Should the student receive federal or state financial aid, the amount awarded will replace the tuition waiver up to the amount of other aid received.
- Full-time dependent students must live on campus and have a meal plan. All room, board, and incidental fees will be charged and a payment is required.
- Students may receive the tuition waiver for up to eight (8) semesters of full-time equivalent enrollment.
- The employee must remain employed at Stephens College while the dependent is enrolled in classes.
- If an employee resigns or is terminated for any reason, the tuition waiver will continue only until the end of the semester that the termination occurred.
- If an employee retires, becomes permanently disabled, or dies and their dependent has not yet matriculated, the dependent may receive a tuition waiver. Provided that enrollment occurs within five (5) years of the employee's documented retirement. Subsequent dependents may not receive the waiver.
- All tuition waivers are subject to the tax laws applicable at the time of the waiver. This benefit may be taxable fringe benefit to the employee.

I understand the above and grant permission to Human Resources to provide the information requested below to the Office of Financial Aid regarding my employment status.

Employee Signature

Date

After you have completed Section A, please send to Human Resources for further processing ONLY AFTER your student/spouse/domestic partner has registered for courses for the term you are seeking the benefit.

Section B: To be completed by Stephens College Human Resources

Is the employee named above actively employed in a full-time position?	
Employee Hire Date	
Is the employee named above eligible for the benefit?	

The Stephens College Office of Financial Aid reserves the right to require additional documentation and/or confirmation of the validity of the information provided.

I certify that all the above information is accurate to the best of my knowledge as of this date.

Print name and title at Stephens College

Telephone Number

Signature

Date

FOR OFFICE OF FINANCIAL AID USE ONLY

Term Processed: _____

ITFACSTTW Amount Added: \$ _____

To calculate amount of waiver, look up tuition (tuition ONLY—do not include fees) charge in PowerCampus. Subtract all federal, state, and institutional gift aid. Amount remaining will be the ITFACSTTW amount.

FA Staff Initial: _____

Provide completed copy to Human Resources