BRADLEY University

TUITION REMISSION APPLICATION
2027-2028 Academic Year

Student _____ **ID#**_____ **Birthdate** ___ /___/___
Last Name First Name

_____
Street City State Zip

Student is an: ☐ - Undergraduate ☐ - Graduate[4]
☐ - Undergraduate with previous **Bachelor's** degree[4] from: _____

Employee's Name _____ **BU Hire Date** ___ /___/___

Department _____ **Campus Email** _____**Ext**. _____

Student Application Qualifies for Tuition Remission as (***to be completed by the student***):

☐ Full-time Employee[1]	☐ Deceased Employee **Dependent**	☐ Retired Employee[4]
☐ Full-time Employee **Dorm Staff**[1]	☐ Part-time Faculty	☐ **Spouse** of Retired Employee
☐ **Spouse** of Full-time Employee[2]	☐ **Spouse** of Part-time Faculty	☐ **Child** of Retired Employee
☐ **Child** of Full-time Employee[3]	☐ **Child** of Part-time Faculty	

As the eligible Bradley University employee, I confirm that the above referenced student meets the University's definition of eligible child or eligible spouse. If I do not file a FAFSA, I will be required to document their eligibility. I am aware of the University's Policy for the Awarding of Bradley-Funded Assistance with Other Aid Programs. Any benefit received from Tuition Remission may be subject to IRS rules.

_____ _____
Student Signature (*Must be a handwritten signature*) Date

_____ _____
Eligible Employee's Signature (*Must be a handwritten signature*) Date

Please Provide the Following Documentation (employees utilizing remission for themselves do not need to provide additional documentation):

Child/Dependent:	☐ 2026 Federal 1040 (top portion)	**or**	☐ 2027-2028 FAFSA
Spouse:	☐ Marriage Certificate	**or**	☐ 2026 Federal 1040 (top portion)

***** Remission will not be awarded until all documents are received and verified. *****

[1] An eligible full-time employee must meet the definition of "Regular full-time employees" as defined in the Bradley University IRS approved Educational Assistance Plan.

[2] The spouse of an employee is eligible if married to the employee on the first day of the academic term for which the benefit is being requested.

[3] Dependent is a natural child, adopted child, stepchild, or legal ward of an eligible employee who was claimed as a dependent on the employee's most recent federal tax return. Otherwise eligible children of eligible employees not claimed on the employee's most recent federal tax return due to divorce or legal separation agreements who reside with the eligible employee are considered eligible dependents.

[4] Under current IRS rules, these categories of eligibility are partially or fully taxable to the employee.

PLEASE RETURN TO: **Swords Hall 100** ***or***
Via our secure portal at bradley.leapfile.net (use bufinaid@fsmail.bradley.edu as recipient)

FOR OFFICE USE: U or G ☐ 2nd Bachelors Major: _____ TR Code: _____
☐ Comment ☐ Google Sheet ☐ Custom Data > Text ☐ Communication ☐ AYP > Parent