



TUITION REMISSION APPLICATION
2025-2026 Academic Year

Student Last Name First Name ID# Birthdate
Street City State Zip

Student is an: Undergraduate Graduate Undergraduate with previous degree

Employee's Name BU Start Date

Department Campus Email Ext.

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

- Full-time Employee Part-time Faculty Retired Employee
Spouse of Full-time Employee Spouse of Part-time Faculty Spouse of Retired Employee
Child of Full-time Employee Child of Part-time Faculty Child of Retired Employee
Deceased Employee Dependent

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: 2024 Federal 1040 (top portion) or 25-26 FAFSA
Spouse: Marriage Certificate or 2024 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)

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