Policy 2.6.05 Dependent Fee Remission
DEPENDENT FEE REMISSION APPLICATION

The College will not assume any charges for remission of fees unless an application has been properly executed and approved. The complete policy and its guidelines are available at http://www.cotc.edu/depts/HR%20Policies/2.6.05.pdf.

Employee(s) Data

_____ _____
Employee's Last Name/First Name/MI   Employee's email   *2nd Employee's Last Name/First Name/MI

_____ _____   _____ _____
Employee ID#   Hire Date   2nd Employee ID   Hire Date

_____   _____
Department   Who pays this employee?   Department   Who pays this employee?

*Second employee data only required when applying for Ohio State tuition benefit for a dependent of two COTC-paid cost-shared employees.

Dependent Data

_____ _____ _____
Dependent's Full Name   Dependent's Social Security #   Relationship to Employee(s)

Institution of Enrollment: ☐ COTC   ☐ Ohio State

Planned Academic Enrollment Year: Summer Term _____ through Spring Term _____
                                              Year   Year

Is the above named dependent a qualified dependent under IRS guidelines?   ☐ Yes   ☐ No

Does COTC employ this dependent in any capacity other than as a student employee?   ☐ Yes   ☐ No

Is the above named dependent receiving financial aid?   ☐ Yes   ☐ No

   If, yes, what kind?

Authorization

I have read and understand the conditions of the Dependent Fee Remission Policy 2.6.05, certify that the above information is accurate, and authorize COTC to verify the above information.

_____   _____
Employee Signature   Date

Other signatures:

_____   _____
Supervisor   Date

_____   _____
Senior Administrator (person reporting to the president, or the president)   Date

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Human Resources use only: ☐ Approved   ☐ Not Approved   Reason: _____

Proof of Dependency: ☐ No   ☐ Yes Provided: _____

Office of Human Resources Signature: _____   Date: _____

Office Financial Aid use only: ☐ Approved   ☐ Not Approved   Reason: _____

Office of Financial Aid   Signature: _____   Date: _____

Original: ☐ Personnel File   **Cc:** ☐ Employee   ☐ Fees & Deposits   ☐ Financial Aid

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Central Ohio Technical College - Office of Human Resources