



2020 VOLUNTARY SEPARATION INCENTIVE PLAN (VSIP)

Tuition Waiver Request

Eligibility Requirements: This tuition benefit is available to a spouses/domestic partners and dependent children. For detailed eligibility information, please review the Tuition Benefits Policy which is available online in the University Policy Register (3342-6-24) or contact the University Benefits office at BENEFITS@KENT.EDU or call 330-672-3107.

A request form must be completed **EACH SEMESTER** to establish eligibility. This form must be signed by the department head and submitted to University Benefits ***within 30 days of the start of the semester***. Initial requests cannot be processed until the student is officially admitted to the university and registered for classes.

NOTE: Tuition benefits used for graduate course work for dependents are subject to federal, state and local taxes. Please refer to your tax consultant regarding these taxes.

Employee Full Name

Last 4 SSN

Employee Phone

Employee Address

City

State

Zip Code

Student Full Name

Last 4 SSN

Date of Birth

Relationship

This waiver applied for: Year

Check all that apply:

Fall

Spring

Summer

Employee's Department:

Date of Hire:

Email:

I certify that I am eligible to apply for the tuition waiver due to the 2020 Voluntary Separation Incentive Plan (VSIP). I am requesting benefits for the above named student(s) who are dependent upon me for at least 50% of financial support.

Employee's Signature

mm/dd/yyyy

Department Head Signature

mm/dd/yyyy

Department Account Code

Return this form to:

University Benefits via mail at Heer Hall, Kent Campus or fax to 330-672-5447 or email to benefits@kent.edu.