



Certification of Dependent Eligibility for Tuition Discount

Employee's Name: _____ Emp ID #: _____

Employee's Place of Employment: Brandman University Chapman University

Dependent's Name: _____ ID #: _____

Name of Academic Program: _____

Please note: Dependents having received one undergraduate degree will not receive a discount on any additional undergraduate courses. Dependents having received one graduate degree will not receive a discount on any additional graduate courses.

SPOUSE certification:

I certify that _____ is my legal spouse.

CHILD certification:

I certify that _____ is my son/daughter and meets all of the following:

- Has not attained his/her 25th birthday, DOB: _____, AND
- Is unmarried, AND
- Resides with me, AND
- Is dependent on me for more than 50% of his/her support and maintenance, AND
select one of the following:
 - has been named as a dependent on my Federal Tax Return for at least the past four (4) tax years (eligible for a maximum of 100% discount), OR
 - has been named as a dependent on my Federal Tax Return for at least the recent tax year (eligible for a maximum of 30% discount).

I hereby certify that the information contained in this certification is true and correct. I understand that any misrepresentation, falsification, or material omission in any part of the tuition discount benefit application process will result in an obligation to repay the University for all benefits received and may result in disciplinary action up to and including dismissal from employment. I understand that documents supporting the above representations may be requested at anytime and must be available for immediate presentation.

Employee's Name (please print)

Employee's Signature

Date

Dependents may not receive tuition discount benefits prior to verification and approval of eligibility by Human Resources.