

To be eligible for this benefit, the child must be the biological child, adopted child, stepchild, or ward of the employee and must be the employee's dependent (see policy on the next page for employee/dependent student eligibility requirements). **Documentation of the parent-child or guardian-ward relationship is required** and must be submitted to University Human Resources in New Brunswick, the Newark Human Resources Office, or the Human Resources Office in Camden. The documentation will be reviewed by these offices to determine if the eligibility requirement has been satisfied. Once the documentation has been submitted, it will only be necessary to file a dependent child tuition remission form (RT102) with the term bill each semester.

The employee must also sign below, certifying to Rutgers that the child is the employee's dependent. In some cases, the university may require the submission of additional documentation of the dependent relationship, such as a certified copy of the employee's current filed tax return which shows the child listed as a dependent of the employee.

**I. ACCEPTABLE DOCUMENTATION: Documentation that the child is the biological child, adopted child, stepchild or ward of the employee is required.** Rutgers will make photocopies of this documentation and retain it in its files as proof of eligibility for this benefit.

**A. Biological Child** - A certified copy of the child's birth certificate **SHOWING THE EMPLOYEE IS THE MOTHER OR FATHER OF THE CHILD.** A certified copy is one which contains the **raised seal** of the issuing agency and a certification that the copy is an exact copy of the birth certificate on file at the issuing agency. **Be certain you request that the names of the parents appear on the certified copy of the birth certificate. Photocopies of certified copies are not acceptable.**

Certified copies may generally be obtained for a small fee from the Department of Health of the municipality in which the child was born. For example, for a child born in New Brunswick, a certified copy of his or her birth certificate can currently be obtained by mail or in person. To apply by mail, provide a letter of request indicating the child's name, date of birth, a money order for \$5 and a self-addressed stamped envelope. Mail your request to the New Brunswick Health Department, P.O. Box 269, New Brunswick, NJ 08903. To apply in person, go to the New Brunswick Health Department, 78 Bayard Street, New Brunswick, NJ. If you have questions, call the department at 732-745-5018. Other municipalities may have other requirements, thus it is necessary to contact the specific municipality involved before sending the request.

Birth certificates written in a foreign language must be submitted with a certified translation to English.

If a certified copy of the birth certificate cannot be obtained, the employee must provide a written explanation as to the reason for this unavailability and submit other documentary evidence of the parent-child relationship which will be evaluated by Rutgers as to its adequacy.

**B. Adopted Child** - Normally, once a child has been adopted, the child's birth certificate will be modified as part of the adoption proceedings to show the adoptive parent(s) as the child's parent(s). Therefore, the same process as indicated above for requesting a certified copy of the birth certificate should be followed.

**C. Stepchild** - A certified copy of a marriage certificate documenting marriage of the Rutgers employee to the child's parent, and a certified copy of the child's birth certificate documenting that the employee's spouse is the parent of the child. Certified copies of marriage certificates can generally be obtained from the Department of Health of the municipality in which the marriage took place.

**D. Legal guardianship** - A certified copy of a court order stating that a court-appointed legal guardianship exists will be accepted as evidence of the parent-child relationship. Execution of Power of Attorney papers granting such power to a nonparent or award of temporary custody to a nonparent are **not** the equivalent of legal guardianship and will **not** qualify for tuition remission benefits.

**II. Certification that the child is the employee's dependent** - To qualify for tuition remission benefits for a child, the employee must also sign the following certification:

*I certify to Rutgers for the purpose of obtaining tuition remission benefits that*

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*Print Full Name of Child*

*Child's National ID Number (SSN)*

*is my dependent. I understand that I may be required to submit additional documentation to Rutgers to establish such dependency, such as a certified copy of my current, filed tax return showing the child listed as my dependent.*

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*Print Full Name of Employee*

*Department where employed*

*Employee's Signature*

*Date*

# Tuition Remission Policy for Dependent Children of Employees

From the Faculty/Staff Benefits Guides under "Additional Benefits - Tuition Remission"

## For Dependent Children of Employees:

### A. Eligibility Requirements

The following definitions and regulations govern the eligibility for tuition remission of children of employees. Children of employees who apply for tuition remission must establish their eligibility each academic term:

1. The child must comply with all administrative and academic requirements.
2. The child must be admitted to and enrolled in one of the undergraduate divisions of the university as a full-time or part-time student, studying for the first baccalaureate degree.
3. The child must be the biological child, adopted child, or stepchild of the employee, and must be the employee's dependent. A dependent child is one for whom the employee provides the principal support. Employees may be required to submit appropriate documentation to establish such dependency.
4. The parent of the child must meet in full the following eligibility requirement:
  - a) He or she must be regularly appointed on a full-time basis as of the first day of class for the course.
5. If the parent dies while employed in an eligible position and if the child was admitted or enrolled at the time of the parent's death, the child will be eligible until completion of the first baccalaureate degree. All policies and restrictions otherwise applicable to tuition remission for children will apply.

### B. Tuition Remission Benefit

Dependent children may receive full tuition remission in a program leading to the first baccalaureate degree up to the number of credits required by the degree program. In no case will remission be granted beyond 10 terms for a 4-year program or beyond 12 terms for a 5-year program.

The following restriction applies: The child will be eligible for tuition remission during only one summer and only if attendance during that summer will reduce the number of terms the student will be enrolled. Participation in the Summer Session, under the above-specified conditions, will require the written approval of the student's undergraduate advisor or dean.