

**Addendum to Tuition Waiver**

**MORGAN STATE UNIVERSITY**

**Tuition Waiver Benefit Policies and Procedures for Spouses and Dependent Children**

Employee:

Semester:

**Please check the appropriate box:**

- I certify that the person for whom I am requesting tuition waiver is my spouse, and that we have entered a legally effective marriage, that we are not estranged, and that he/she does not maintain a separate domicile. Upon request, I will provide documentary evidence to support this statement.
- I certify that the person for whom I am requesting tuition waiver is my son, daughter, stepson, stepdaughter, legally adopted son, legally adopted daughter, or financially dependent grandchild and:

**As appropriate, check box A or B:**

- A.  Will be claimed as my dependent on my tax return for the specified calendar year. Upon request, I will provide documentary evidence to support this statement. I will notify the University if I do not claim the person as a dependent on my tax return for the specified year.
- B.  Will not be claimed by me as my dependent on my tax return for the specified calendar year, but would have been considered a “dependent” during the year in which tuition waiver is received, under the definition of “dependent” set forth in the Internal Revenue Code. Upon request, I will provide documentary evidence to support this statement.

**The value of tuition remitted for most graduate level education, and in certain circumstances, for undergraduate education, may be considered taxable income to the employee. The employee may wish to consult with his/her tax advisor. The University may request additional information to determine whether or not the value of undergraduate tuition is considered taxable income.**

I have read and understood the MSU Tuition Waiver benefit Policies and Procedures for Spouses and Dependent Children.

|                                 |       |
|---------------------------------|-------|
| Employee Signature:             |       |
| Employee's Social Security #:   | Date: |
| Name of Student (please print): |       |