

Tuition Tidbits

A Quick Guide to the Tuition Benefit for Dependent Children

How do I request the benefit for my child?

Simply complete a Tuition Benefit for My Child form for each term in which you wish to receive the benefit. We begin processing on the dates below:

Fall Semester/Quarter – June 1st
Winter Quarter – October 1st
Spring Semester/Quarter – October 1st
Summer Sessions – May 1st

TIMELY submission of your Tuition Benefit form goes a long way in reducing the risk of delay in your child's registration process. Be sure to complete the form in its entirety, including both your signature and that of your department representative. Guidelines for the representative vary, so check with your departmental administrator if you are unsure who should sign on behalf of your department.

If this is your child's **FIRST** term at a college or university other than Vanderbilt, your child will also need to complete and sign an Authorization & Release form.

Make a copy for yourself and return the original completed form to:

Vanderbilt Human Resources Processing Office
VU Station B #357718
2301 Vanderbilt Place
Nashville, TN 37235-7718

Note: To prevent the possibility of duplicate processing, we ask that you submit original forms (no faxes please!)

How will I know that you are processing my request for the benefit?

After you submit your form, you will receive several communications from us as we are processing your request:

- ☞ The first communication will be an email to let you know that we have received your form in our office.
- ☞ The second communication will be a notice from us entitled "What Happens Next?!" which will let you know that we have sent our written request for information to your child's school. This notice is your signal that Vanderbilt has processed your form and we are awaiting the necessary information from your child's school. Attached to this notice will be a copy of Vanderbilt's Tuition Benefit Letter that was sent to your child's school. We **strongly** recommend that you make a copy of this letter and give to your child as a backup should there be a question concerning your child's financial package during registration!
- ☞ You'll receive a final email when we have received the necessary information from your child's school and have processed the actual payment to the school.

If your child is attending Vanderbilt, you will receive the first email (to let you know that we have received your form) and the "What Happens Next?!" notice to let you know when we have processed your request. Your benefit will be posted directly to your child's student account during the last week of the month.

If you do not have an email address, we will mail the information to the campus address you provided on your Tuition Benefit for My Child form.

Where can I find out more information about the benefit?

For the complete Educational Assistance Programs Policy and Frequently Asked Questions about the dependent tuition benefit, please visit policy #HR-013 in the "Policies" area of the Human Resources website (hr.vanderbilt.edu).

Other questions? Contact the Tuition Team in Human Resources at 322-4088!

Tuition Benefit for My Child

Dependent Child's Full Name	
Dependent Child's Date of Birth	
Dependent Child's Social Security Number	

I am requesting the tuition benefit for the following academic period:

Check One	Check One	Academic Year
<input type="checkbox"/> Fall	<input type="checkbox"/> Semester	<h1>200</h1>
<input type="checkbox"/> Winter	<input type="checkbox"/> Quarter	
<input type="checkbox"/> Spring		
<input type="checkbox"/> Summer		

Please check one of the following:

<input type="checkbox"/>	My child will be attending Vanderbilt University.
or	
<input type="checkbox"/>	My child will be attending a college or university other than Vanderbilt.
	Name of the Institution your child is attending (if other than Vanderbilt):
	Location of the Institution:

Please provide the following information:

Your Name <small>(The Faculty or Staff Member Requesting the Benefit)</small>	
Your Employee ID (or Social Security) Number:	
Your Relationship to the Dependent Child:	

Please be sure to complete the section below. We will use this information to contact you concerning the status of your benefit as we are processing your request.

Your E-Mail Address	
The Name of Your Home Department at Vanderbilt (i.e. Neurology, Economics, etc.)	
Your Campus Mailing Address (For VUMC, please include the 4-digit Zip Code!)	
Your Daytime Telephone Number	

Important: By signing below, you are certifying that the child indicated above is eligible to be claimed as a dependent on your Federal tax return. If you are unsure, please refer to the [Frequently Asked Questions for the Educational Assistance Programs \(HR Policy #013\)](#) on the [Vanderbilt Human Resources website \(hr.vanderbilt.edu\)](#).

I hereby certify by my signature below that the information I provided on this form is true and accurate to the best of my knowledge, under penalty of perjury.

Faculty or Staff Member's Signature and Date	
Authorized Department Signature and Date	

Return the Completed Form to: Vanderbilt Human Resources Processing Office VU Station B #357718, 2301 Vanderbilt Place Nashville, Tennessee 37235-7718	Have a Question? <h1>322-4088</h1>
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The section below is for Human Resources Processing Use

Communication To Parent		Initials	Date	Date of Hire		Semester # (of 8)	
	#1			Faculty or Staff		Quarter # (of 12)	
	WN			PayGroup			
	#3			HR Approval			

Authorization and Release for a Student NOT Attending Vanderbilt University

Your child will need to complete this form **ONLY** if this is their **FIRST** semester (or quarter) of enrollment at the college or university they are attending!

The completed form remains in force throughout the student's entire enrollment at this college or university. A new form must be submitted when your child enrolls at a different college or university.

Student's Full Name	
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Student's Social Security Number	
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Name of the College or University the Student is Attending	
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Location of the College or University the Student is Attending	
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I authorize the college or university listed above to provide information, including my tuition costs and financial aid to Vanderbilt University and its representatives for the purpose of determining the amounts of tuition benefit to which I am entitled. This authorization remains in effect for every semester/quarter I am enrolled at this college/university. I expressly release and hold harmless Vanderbilt University and its representative, as well as the college/university noted above and its representative, from all liability related to the disclosure of this information.

Student's Signature	
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Today's Date	
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For Additional Questions, Please Contact

Vanderbilt University Human Resources

(615) 322 - 4088