

## APPLICATION FOR DOMESTIC PARTNER TUITION PROGRAM (DPTP)

<b>YEAR:</b>	<i>A separate form must be completed for EACH semester/session</i>	<b>Official Use Only</b>
<i>Check One Only:</i> <b>1. <input type="checkbox"/> Spring</b> <b>2. <input type="checkbox"/> Pre-Session/Summer I</b> <b>3. <input type="checkbox"/> Summer II</b> <b>4. <input type="checkbox"/> Fall</b> <b>5. <input type="checkbox"/> Winter</b>		<b>SEM</b> <input style="width: 40px; height: 20px;" type="text"/>

<b>STUDENT INFORMATION</b>			
<b>Student is:</b> <input type="checkbox"/> <b>Domestic Partner of UA Employee</b> <input type="checkbox"/> <b>Dependent Child of Domestic Partner – Date Of Birth:</b> _____/_____/_____			
<b>Student Name</b> _____ <i>(Please print or type)</i> <i>Last</i> <i>First</i> <i>Middle</i> <i>Student #</i>			

<b>EMPLOYEE INFORMATION</b> <i>(This information is for mailing purposes and does not serve as a change of address form).</i>			
<b>Employee Name</b> _____ <i>(Please print)</i> <i>Last</i> <i>First</i> <i>Middle</i>			
<b>Employee ID Number</b> _____		<b>Title</b> _____	
<b>Home Address</b> _____		<b>Dept</b> _____	
<b>Campus Address</b> _____		<b>Zip</b> _____	
<b>Campus Address</b> _____		<b>Campus Phone</b> _____	

- PROCEDURES FOR SUBMITTING DOMESTIC PARTNER TUITION FORMS:**
1. Complete the form and obtain the employee’s signature. A separate form must be submitted for EACH semester/session (Spring, Pre-Session/Summer I, Summer II, Fall, and Winter).
  2. Attach proof of eligibility (see page 2).
  3. You must be admitted and registered for classes before you are eligible to participate in this program.
  4. Mail or hand carry the completed form & required document for eligibility approval to Human Resources, University Services Building, Room 114, 888 N. Euclid, PO Box 210158, Tucson, AZ 85721-0158, FAX 621-9098.
  5. Pay the portion of your student fees not covered by the DPTP at the Bursar’s Office, 888 N. Euclid #104. You may access your account and pay by credit card by using Student Link on the UA home page, [www.arizona.edu](http://www.arizona.edu)
  6. *Consult your tax advisor regarding the tax liability of this program.*

**FORMS DEADLINES:**

- Domestic Partner Tuition Program forms must be processed and the remaining payment balances must be received by the Bursar’s Office on or before the published deadline dates to avoid applicable late fee charges. **TO AVOID LATE CHARGES AND/OR CANCELLATION OF CLASSES, PLEASE REFER TO THE APPLICABLE SCHEDULE OF CLASSES FOR DEADLINES. LATE FEES WILL NOT BE WAIVED** due to late submission of tuition reduction forms.
- We are unable to accept forms after the last regular school day of the semester or summer session to which the reduction is applied.
- Complete information on DPTP eligibility and procedures is available from Human Resources by calling 621-3662, option 3.

**EMPLOYEE:** My signature indicates that I have read and understand the eligibility definitions on the back/page two of this form. Furthermore, I understand that this application is **subject to audit and that failure to comply with these requirements may result in loss of program eligibility.**

<b>Employee Signature :</b> _____		<b>Date:</b> _____	
<i>(HR signature indicates that employee currently meets eligibility guidelines based on information provided)</i>			
<b>Human Resources Dept:</b> _____		<b>Date:</b> _____	<b>SIS</b> <input style="width: 40px; height: 20px;" type="text"/> <b>ACC</b> <input style="width: 40px; height: 20px;" type="text"/>

## **ELIGIBILITY FOR DOMESTIC PARTNER TUITION PROGRAM (DPTP) cont.**

1. Domestic Partner Tuition Program (DPTP) eligibility is extended to domestic partners of UA administrative, professional, faculty and classified staff employees who are employed at 50% or more of full time equivalance (FTE) and whose employment is expected to continue six (6) months or more; and dependent children of eligible domestic partners. Eligible employees must be employed on the first day of an academic semester or session in order to extend the DPTP for that semester or session to their partner and his/her dependent children. Eligible employees who terminate their employment or transfer to a non-eligible position prior to the first day of classes are no longer eligible to extend the DPTP program to their domestic partner and/or the partner's dependents, and will be responsible for payment of full tuition costs and fees. DPTP eligibility does not extend to university affiliates, laid-off employees, long-term disability, retirees, or surviving spouse/dependents of deceased employees.

2. Definitions:

The term **“domestic partner”** for the purpose of program eligibility means two people who sign a statement affirming that they:

- are not related by blood closer than would bar marriage in the State of Arizona;
- are not married to another person in a marriage expressly recognized by the State of Arizona or in any domestic partnership and/or civil union with another person;
- are both 18 years of age or older;
- are both competent to enter into a contract;
- both declare that they are each other's sole domestic partner;
- both currently share a primary residence, are in a relationship of mutual support, and declare that they intend to remain in such for the indefinite future.

In order to participate in the Domestic Partner Tuition Program, you will be required to provide proof of eligibility in the form of a signed certificate issued by an entity such as the Tucson Domestic Partner Registry.

The term **“children”** for the purposes of this form means the natural, adopted, or step-children of the domestic partner. The term **“dependent children”** for the purposes of this form means children who are eligible to be claimed as a dependent of the domestic partner for federal tax purposes and who have not reached age thirty (30) as of the first day of the semester for which the tuition reduction is granted. The domestic partner may be required to provide proof of eligibility (birth certificate, tax forms, etc.) if last name is different from the dependent child.

3. In accordance with IRS code 151, a child is eligible to be claimed as a dependent for federal tax purposes if it is determined that the child meets all of the following requirements:

- (a) The child is a US citizen or resident, or a resident of Canada or Mexico for any part of the tax year, and
- (b) The child did not file a joint tax return for the year, and
- (c) The employee's domestic partner provided more than 50% of the financial support for the child for the year, AND
- (d) The gross income of the child will be less than the exemption amount (\$3100 for 2004) **UNLESS** one of the following is true:
  - (1) the taxpayer's child has not attained the age of 19 by December 31 of the tax year under consideration; OR
  - (2) the child is full-time student who has not attained the age of 24 at the close of such calendar year.

*My signature indicates that I have read, understood and agree with the terms of the Domestic Partner Tuition Program. I further understand that this application for the Domestic Partner Tuition Program is subject to audit procedures and that if the application is found to be ineligible, I am responsible for reimbursing any and all monies to the University of Arizona. Failure to comply with the above requirements may result in the denial of this program.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_