



SOUTHWEST
TEXAS ★ COLLEGE

**REQUEST FOR TUITION WAIVER
EMPLOYEE/SPOUSE AND/OR DEPENDENT**

Please complete **Sections I and II below**, which provide information about the employee and the spouse or dependent for whom the tuition waiver is requested.

Supporting documentation is required for any spouse or dependent and must be submitted with this form (for example: a copy of a marriage license, birth certificate, IRS tax form, or other applicable documentation).

After completing the form and attaching the required documentation, forward the packet to the Southwest Texas College Business Office at the Main Campus in Uvalde.

I. Employee and Spouse/Dependent Information

Employee Name: _____ ID: _____

Spouse/Dependent Name: _____ Relationship: Spouse Dependent

Dependent's Age: _____ Attending SWTX ID #: _____

Semester: _____

II. Eligibility Certification

I hereby certify that the information provided above is accurate. I further certify that my spouse or dependent meets the eligibility requirements for the tuition fee discount in accordance with institutional policies. I understand that it is my responsibility to notify the Office of Human Resources of any change that may affect my eligibility for this benefit.

Employee Signature _____ Date _____

III. Employing Institution

A. Business Office

Date of Full Time Employment: _____

Date: _____ Initials: _____



Tuition Documentation Requirements

Important reminders for all documents

- Submit copies only. Do not send originals. Documents will not be returned.
- Redact (black out) all Social Security numbers, monetary amounts, and account numbers on every document you submit.

Federal tax return

- Submit only the first page of your federal tax return that lists your dependents.
- A state tax return will not be accepted in place of a federal return.
- Redact (black out) all Social Security numbers and monetary amounts shown on the return (for example, income/earnings on your Form 1040).

Joint ownership document

- Provide one of the following (or a similar document) showing both parties' names as co-owners:
 - mortgage statement
 - credit card statement
 - bank statement
 - property tax statement
 - residential lease agreement
- Joint ownership may have been established before the current year. However, the statement you submit must be dated within the last six (6) months to confirm joint ownership is still current.

Proof of marriage document

- Provide a government-issued marriage license or marriage certificate that includes the date of marriage.
- Church-issued certificates will not be accepted.

Birth certificate

- Provide a government-issued birth certificate that lists the parents' names.
- A hospital-issued birth certificate is accepted only for a newborn child three (3) months old or younger.
- Some state and county clerk offices issue a short-form birth certificate by default (for example, Iowa, New Jersey, South Carolina). Request the long-form birth certificate that includes the parents' names (this is typically the same type used for a passport).

Requesting vital records

- Processing times vary by state and county. In some locations, vital records may take 4 to 8 weeks.
- Typical delivery is 10 to 14 business days.
- Order documents as early as possible to ensure they arrive by the verification deadline.

Copying vital records

- Some state and county clerk offices do not allow copying of vital records (for example, Florida, Pennsylvania, Wisconsin). These documents usually state that copying is not permitted.
- If copying is not allowed, request a non-certified record from the office. Non-certified records usually cost less than certified records.

--- This form is required **each** semester to process the waiver. ---