FORM SUBMISSION DEADLINES:
35th DAY OF THE FALL AND SPRING SEMESTERS
FOR ALL SUMMER SESSIONS: LAST DAY OF SUMMER SESSION 1 REFUNDS
Visit http://hr.arizona.edu/employees-affiliates/benefits/educational-benefits for dates

APPLICATION FOR DOMESTIC PARTNER TUITION PROGRAM (DPTP)
FOR RETIREES AND EMPLOYEES ON LONG-TERM DISABILITY ONLY
Active Employees and affiliates should visit UAccess Employee to apply.

STUDENT INFORMATION

Application for: ☐ Spring ☐ Summer ☐ Fall ☐ Winter Year: _____

Student Name: _____ Student ID Number: _____
Last *First* *M.I*

Student is: ☐ Undergraduate ☐ Graduate ☐ Medical Student ☐ Law Student ☐ Veterinary Student

Student's relationship to Employee:

☐ Domestic Partner of UA Retiree

☐ Dependent Child of Domestic Partner – Date of Birth: _____
MM/DD/YYYY

EMPLOYEE INFORMATION

Please Check One: ☐ UA Employee on LTD ☐ UA Retiree ☐ Other

Name: _____ Employee ID Number: _____
Last *First* *M.I.*

Email Address: _____ Contact Number: _____

Title: _____ Department: _____

Home Address: _____

Employee/Retiree Signature: _____ **Date**: _____

My signature above indicates that I have read, understood, and agree with the eligibility definitions and terms of the QTR/EAP on page 4 of this application, and that I am in compliance with ABOR Policy 6-902 and 6-903. I further understand that my application for tuition reduction is subject to audit and additional documentation of eligibility may be required. If found to be ineligible, the student is responsible for reimbursing all monies to the University of Arizona, Arizona State University, or Northern Arizona University. Failure to comply with the requirements may result in denial of this benefit.

Tuition reduction for your domestic partner: Carefully read page 4 and sign above. You may skip pages 2 and 3. **Submit page 1 only.**

Tuition reduction for a dependent child of a domestic partner: The child of your domestic partner must qualify as a dependent for federal tax purposes, either as a qualifying child or a qualifying relative. Complete page 2 to assist you in determining eligibility of your dependent. Page 3 provides additional guidance. If you determine that your dependent is eligible, carefully read page 4 and sign above. **Submit pages 1 and 2**.

Information on QTR/EAP eligibility, policies, procedures, and deadlines is available at the UofA Educational Benefits Website or by calling 520-621-3660.

E-mail this form to hrsolutions@arizona.edu or use the secure document upload link. You can also mail the form to: Human Resources Benefits Division, P.O. Box 210158, Tucson, AZ 85721

HR Signature indicates that the employee/retiree/affiliate appears to meet eligibility requirements based on the information provided.

Human Resources Department: _____ Date: _____

Official Use Only: **SEM** ☐ **WC** ☐ **SIS** ☐ **ACC** ☐

DEPENDENT CHILD TUITION REDUCTION ELIGIBILITY FORM

Complete this page only if you are applying for tuition reduction for a dependent child

All responses are subject to random audit.

To be eligible for tuition reduction, the child must:

- Meet the IRS §152(f)(1) definition of child (son, daughter, stepson, stepdaughter, adopted child, foster child) or be a relative for whom your domestic partner has legal guardianship AND
- Be claimed as your domestic partners dependent for federal tax purposes, either as a qualifying child or qualifying relative

As part of the application process, you will need to determine if your dependent child meets the definition of a "child" under IRS §152(f)(1) and is a "**qualifying child**" or "**qualifying relative**" under IRS guidelines. Guidance is available on the IRS website in Publication 501: Exemptions, Standard Deduction, and Filing Information. Please see the section on "Exemptions for Dependents".

1. Is the dependent your son, daughter, stepson, stepdaughter, adopted child, foster child, or relative for whom you have legal guardianship?	☐ Yes Go to question 2.	☐ No **Stop,** your child is not eligible for tuition reduction.
2. Will your dependent be under 30 years old on the first day of the semester or session?	☐ Yes Go to question 3.	☐ No **Stop,** your child is not eligible for tuition reduction.
3. Will your dependent be a US citizen or resident of the US, Canada, or Mexico during the calendar year in which QTR is used?	☐ Yes Go to question 4.	☐ No **Stop,** your child is not eligible for tuition reduction.
4. Will your dependent file a "married filing jointly" tax return for the year in which QTR is used?	☐ No Go to question 5.	☐ Yes **Stop,** your child is not eligible for tuition reduction.
5. How old will your dependent be on December 31st of the calendar year in which QTR is used?	☐ 24 years or older Go to question 6.	☐ Under 24 years Skip question 6 and go to question 7
6. If your dependent will be 24 years or older, will their gross income be less than $5,300 during the calendar year for which the QTR is used?	☐ Yes Go to question 7	☐ No **Stop,** your child is not eligible for tuition reduction.
7. Will your dependent provide less than half of their total support during the calendar year in which QTR is used? (See page 3 for additional guidance.)	☐ Yes Go to question 8	☐ No **Stop,** your child is not eligible for tuition reduction.
8. Except for temporary absences, including being away from home for college, will your dependent live with you for more than half of the calendar year in which QTR is used? (See page 3 for additional guidance.)	☐ Yes Go to question 9	☐ No **Stop,** your child is not eligible for tuition reduction.
9. Will you claim your child as a dependent on your federal tax return in the year in which QTR is used?	☐ Yes Skip question 10 and go to the last box.	☐ No Go to question 10.
10. If you cannot claim your child as a tax dependent for calendar year in which QTR is used, could you do so except for a divorce decree or other exemption sharing arrangement? (See page 3 for additional guidance.)	☐ Yes Go to the box below.	☐ No **Stop,** your child is not eligible for tuition reduction.
Based on your responses, your child is eligible for tuition reduction.		

Question 7: Support
To meet this test, your child cannot provide more than half of their own support for the calendar year in which the tuition reduction is applied. If you are not sure whether your child provides half of their own support, see the "Worksheet for Determining Support" and additional information provided in IRS Publication 501: Exemptions, Standard Deduction, and Filing Information
Note: If a child is a full-time student, any scholarships received are not considered part of the support provided by the child.

Question 8: Residency
To meet this test, the child must live with you for more than half of the calendar year in which the tuition reduction is applied, except for temporary absences. Temporary absences can include special circumstances such as illness, education, business, vacation, or military service.

Question 10: Children of Divorced or Separated Parents
Because of the residency requirement, a child of divorced or separated parents is typically the qualifying dependent child of the custodial parent. However, the child may be treated as the qualifying dependent child of the noncustodial parent if all four of the following conditions are met:

1. The parents are divorced or legally separated under a decree of divorce or separate maintenance; are separated under a written separation agreement; or have lived apart at all times during the last 6 months of the year.
2. The parents provided more than half of the total support for the child for the year.
3. The child was in the custody of one or both parents for more than half the year.
4. The custodial parent follows the IRS "written declaration: rules releasing the dependency exemption to the noncustodial parent, and the noncustodial parent attaches all required documentation to the tax return for the calendar year of the tuition benefit.

Questions?

QTR/EAP Eligibility	HR Solutions: 520-621-3660 or hrsolutions@arizona.edu
Tuition and Student Accounts	Bursar's Office: 520-621-3232 or bursar@arizona.edu
Impact on Employee's Paycheck	Financial Services Office: 520-621-1957 or FNSV-Payroll-Info@arizona.edu
Residency or Student Services	Office of the Registrar: 520-621-3113 or reghelp@arizona.edu

Eligibility Terms and Definitions for Domestic Partner Tuition Program (DPTP)

1. Domestic Partner Tuition Program (DPTP) eligibility is extended to domestic partners of UA administrative, professional, faculty, university staff, and classified staff employees who are employed at 50% or more of full-time equivalence (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 their 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 the partner's dependents; they will be responsible for paying full tuition costs and fees. Also eligible for the DPTP are the domestic partner/dependent children of a retired employee who has earned Official University Retirement Benefits from the University of Arizona. DPTP eligibility does not extend to university affiliates, employees who have been laid off, are on long-term disability, or the surviving domestic partner/dependents of a deceased employee. DPTP is not available for courses at NAU or ASU.

2. Definitions:
   The term "**domestic partner**" for the purpose of program eligibility means two people who:
   - 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;
   - Submitted a Qualified Domestic Partner Affidavit before applying
     - This must be approved prior to the start of any semester in which an employee is applying for their domestic partner or their partner's child

   The term "**children**" for the purposes of this form means the natural, adopted, or legally appointed child of the domestic partner. The term "**dependent children**" 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 their last name is different from the dependent child's last name.

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 the following requirements for the calendar year in which DPTP is used:
   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 ($5,300 for 2026) **UNLESS** one of the following is true:
      i. The taxpayer's child has not attained the age of 19 by December 31, 2026; OR
      ii. The child is a full-time student who has not attained the age of 24 at the close of such calendar year