

**UNIVERSITY OF ARKANSAS FEE DISCOUNT FORM FOR SPOUSE/DEPENDENT OF EMPLOYEE**

**SPOUSE/DEPENDENT INFORMATION** *(all fields required)*

Relationship:  Child  Spouse  Other Dependent, explain relationship: \_\_\_\_\_ Dependent Birth Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ University ID: \_\_\_\_\_

Requesting Term:  Fall  Spring  Summer Requesting Year: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Student Status:  NON-DEGREE SEEKING  JUNIOR  FRESHMAN  SENIOR  SOPHOMORE

Student Campus:  UAF  UAPB  UACCB  UA  
 UAFS  UAM  UACCM Grantham  
 UALR  UACCH  UACCRM  Pulaski  
 UAMS  PCCUA  CCCUA Tech

**I understand that a discount will not be applied to my account until the 11th class day.**

**EMPLOYEE INFORMATION** *(all fields required)*

Employee Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Hire Date: \_\_\_\_\_

\_\_\_\_\_  
[Workday Employee ID\\*](#) Campus Address Department Code Campus Phone

I certify that the above student is my spouse or dependent child as defined by the Internal Revenue Service. A dependent child per the IRS is a full-time student under the age of 24 at the end of the year or if the student is permanently or totally disabled. I agree to furnish documentation in support of the validity of the above statements, including, if requested, copies of Federal and State Income Tax returns as may be necessary to confirm my claim of dependent status. I certify that the above student has not registered for 132 hours at the discounted rate. I certify that I am currently serving the University of Arkansas on 100% appointment as of the final day of regular registration for the term this discount is requested, and that I have been continuously serving the University in a full-time position for one complete fall or spring semester prior to this term. I certify that I have read and agree to the specifications listed in [Board Policy 440.1](#) and [Fayetteville Policy 512.0](#). **I understand that if I fail to complete this form and pay the remaining balance due on the student's account by the tuition and fee due date that I will be subject to late fees.**

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

TREASURER'S OFFICE USE ONLY			
_____	_____	_____	_____
FA Code	Company	Signature	Date

FINANCIAL AID OFFICE USE ONLY	
_____	_____
Date Received	Date recorded on UAConnect

\*Access Workday through the Workday App Located at [myapps.microsoft.com](https://myapps.microsoft.com) and login with your university credentials. Search for Workday or scroll down the page until you see the Workday App. In the Workday App, click on the cloud icon in the upper right-hand corner and click 'View Profile' under your name. Under 'Job Details' you will see your Workday Employee ID.