IAS | INSTITUTE FOR ADVANCED STUDY

Questions about this form?
Contact HR Department
Phone: 609-734-8243 E-mail: hr@ias.edu

Application for Staff Tuition Assistance

Instructions

- Complete and sign the Application for Staff Tuition Assistance
- Meet with your supervisor to discuss your tuition assistance request and course(s) schedule for supervisor approval
- Submit the completed, signed application with class course(s) description to Human Resources for approval
- If your application is approved, submit a paid invoice with your name and course(s) on it to Human Resources for review
- One-half of allowable costs will be approved, HR will complete a Requisition for Payment Form and submit it to Accounts Payable, a check for the first half of payment will be sent to you
- Upon successful completion of the course(s), submit a transcript of grade(s) to Human Resources for review
- HR will complete a Requisition for Payment Form for the second half of payment and submit it to Accounts Payable, a check for the second half of payment will be sent to you

Section I: To be completed by the employee

Employee Information	
Name:	Job Title:
Hire Date:	Contact Phone:
Class Course Information	
Name of Institution:	Semester/Term:
Course Name and Dates:	
Course Description (attached course description if needed):	
Course Expenses: Tuition: $_____ Fees: $_____ Books/Materials: $_____ Total cost: $_____.	

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Please Note:

- The program helps pay the cost of college or university courses-for-credit which are career-related. Career-related courses are those which directly improve your performance in your present position or which may qualify you for another job opportunity within the Institute.
- All regular employees who have completed their probationary period are eligible to apply for tuition assistance for career-related courses. Courses must be approved by Human Resources.
- The program provides up to $5,250 in tuition assistance each fiscal year (July 1 through June 30) towards the cost of tuition, books, registration, and laboratory fees for approved career-related courses. The Institute will pay fully for the first $1,500 of covered charges and will pay 75% of any remaining covered fees up to a maximum yearly benefit of $5,250.
- Upon approval of your request for tuition assistance, you will receive one-half of allowable costs. Upon successful completion of the course(s) and submission of a transcript of grade(s) to the Human Resources Office, you will be reimbursed for the remaining one-half of allowable costs. Some of these benefits may be taxable.
- All courses must be taken at times that do not coincide with your regular work schedule.

I certify that:

- The information I have provided on this form is true to the best of my knowledge.
- I further understand that failure to successfully complete any course(s) will result in an obligation to repay The Institute the amount of the first half of payment.

_____   _____

Employee Signature   **Date**

Section II: To be completed by Department Supervisor

<div align="center">

Department Recommendation

</div>

[ ] Approved	[ ] Not approved
Reason:	

_____   _____

Supervisor Signature   **Date**

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Section III: To be completed by Human Resources

Human Resources Department Approval

This request is: [ ] Approved   [ ] Not approved
Reason (if not approved):

_____   _____

CHRO Signature   **Date**

The first half of payment (to be made before course(s) begins)

An eligible amount of $ _____ is approved.	Date:
Notes:	

_____   _____

Human Resources Signature   **Date**

The second half of payment (to be made after successful completion of course(s))

An eligible amount of $ _____ is approved.	Date:
Notes:	

_____   _____

Human Resources Signature   **Date**