

## Application for Dependent Tuition Assistance

### Instructions

- Complete and sign the Application for Dependent Tuition Assistance
- Submit the completed, signed application with a copy of the official bill from the college/university to Human Resources for review
- If your funding is approved, HR will complete a Requisition for Payment Form and submit it to Accounts Payable. A check will be made payable to the college/university and returned to you to send to the academic institution

### Section I: To be completed by the employee

Employee Information	
Name:	Job Title:
Hire Date:	Contact Phone:
Dependent Child Information	
Name:	Date of birth:
Name of School:	Student ID#:
Semester/Term:	Full-time OR Part-time Student:
Year in school (check one): <div style="text-align: center; margin-top: 5px;"> <input type="checkbox"/> Freshman     <input type="checkbox"/> Sophomore     <input type="checkbox"/> Junior     <input type="checkbox"/> Senior         </div>	

### Please Note:

- Regular employees who have completed five years of service prior to the academic year for which the scholarship grant is requested are eligible to apply for tuition assistance for their child(ren). Regular staff who have less than five years of service but who were eligible with their immediate last employer for an educational grant such as this, will be given service credit toward satisfaction of our five years of service rule for their applicable prior employment after completion of the introductory period.
- The child must be your dependent for tax purposes and claimed as a dependent on your federal tax forms and be naturally born, adopted, or a step-child.
- The child must be enrolled full-time as a candidate for a degree in undergraduate college or university.

