



Benefit Request Form

TUITION BENEFITS FOR EARLY CHILDHOOD EDUCATION CENTER

Benefits for *one-half tuition* are available for eligible dependents to attend the Early Childhood Education Center. For purposes of this benefit, a dependent child is defined as one who is claimed on the employee's current IRS dependency form or one of whom the employee has full or shared custody.

Full-time employees of Juniata College should complete this request form for the dependent they wish to enroll at the Early Childhood Education Center. Return the completed form to Carole Gracey no later than 2 weeks prior to the start of the session. Upon approval, the employee, the ECEC Directors, and Accounting will receive a copy of the form; an invoice will then be generated to the employee by the Accounting Office. **(Be sure to also complete the Enrollment Form for the Early Childhood Education Center, which is a separate form available from the Center.)** *Note: the multi-child discount does not apply for employees' dependents.*

Employee's Name:

Employee's Home Address:

Please check: May Program

COST PER SESSION (either a morning or an afternoon) = \$36.00. COST PER DAY (whole day) = \$72.00.
Benefit for Employees' Dependents is a 50% discount. No multi-child discount applies.
Minimum enrollment must be 2 days per week. Check appropriate days below.

Please complete a separate form for each child.

DEPENDENT'S FULL NAME:

CHILD WILL ATTEND (please check accordingly) –

Day of Week	AM SESSION	PM SESSION	ALL DAY
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	No school	No school

Signature of Employee Date

Administrative Manager, Finance & Operations Date

Approved by Director of Human Resources Date

Return Completed Form to: Carole Gracey, Finance & Operations.