EMPLOYEE REQUEST FOR TUITION GRANT

Instructions: *The employee should complete this form PRIOR to the registration of the course(s) requested and return it to the Office of Human Resources (c/o Carole Gracey) for approval.* ***Registration for the course is done separately through the Registrar's Office.***

Name of Employee _____ Department _____

COURSE INFORMATION:

Date Course Begins _____ Ends _____

Catalog No.	Course Title	Credit Hrs.
_____	_____	_____

Day(s) and Time of Course: _____

Time will be made up according to the following schedule*

_____

_____

I understand I am responsible for all fees and books other than the tuition. I agree to make up all time that I am not performing my job due to taking this course, unless I have prior approval for free time, and I understand that my job performance must not suffer as a result of attending classes.

_____
Signature of Employee Date

_____
Signature of Supervisor Date

*In the event a supervisor recommends the employee attend the course because it is job-related, for which free time is made available for the course, a written request from the supervisor and supporting statement from the employee must be attached to this form and submitted to the Director of Human Resources three weeks prior to the beginning of the semester.

The amount of the grant will be for full tuition, unless otherwise specified below by the Director of Human Resources. Employees are reminded that tuition grants are not available for Credit By Exam, Independent Studies, or private lessons in music. As always, employees are urged to refer to the current tuition policy entitled "Assistance in the Education of Employees and Dependents". Copies are available online in the Microsoft Outlook Public Folder called "Tuition Benefits" or on the Office of Human Resources website.

_____ _____
Administrative Manager, Finance & Operations Approved by: Director of Human Resources

Date: _____ Date: _____

c: Employee & Supervisor