



EMPLOYEE REQUEST FOR DEPENDENT TUITION GRANT

Instructions: The employee should complete this form PRIOR to the registration of the course(s) requested and return to Carole Gracey, Finance & Operations Administrative Manager, 214 Founders Hall. Registration for the course is done separately through the Registrar's Office. Be sure to indicate below if the dependent is a high school student.

Name of Employee _____

Name of Student _____

(check as appropriate):

The dependent is my: Spouse Child Child/H.S. Student

Complete the following section with the course information:

_____ Fall Semester _____ Spring Semester _____ Summer
(Yr.) (Yr.) (Yr.)

<u>Catalog No.</u>	<u>Course Title</u>	<u>Credit Hrs.</u>
_____	_____	_____
_____	_____	_____

As an employee, I understand and agree to be responsible for all costs other than tuition. I also understand that this registration will not be counted for purposes of determining whether there are enough students for the course to be offered.

Signature of Employee

Date

The amount of the grant will be for full tuition, unless otherwise specified by the Director of Human Resources. Employees are reminded that tuition grants are not available for Credit By Exam or Independent Study. As always, employees are urged to refer to the current tuition policy entitled "Assistance in the Education of Employees and Dependents". The policy and forms are located on the Human Resources webpage. Students must register for the course(s) separately with the Registrar's Office.

Administrative Manager-Finance & Oper.

Approved by Director of Human Resources

_____ Date

_____ Date

c: Employee