



Benefit Request Form for 2009-10

**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:  Fall Semester  Spring Semester  
Please complete a separate form for each child. See separate form for May Program.

DEPENDENT'S FULL NAME:  
CHILD WILL ATTEND (please check accordingly) -

Day of Week	AM 8:30-11:30	PM 12 to 3	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 classes	No classes

	Two days	Three days	Four days	Five days
Half day	\$346/semester	\$519/semester	\$692/semester	\$865/semester
Full day	\$721/semester	\$1087/semester	\$1446/semester	\$1557 -(4-1/2 days)

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Administrative Manager, Finance & Operations Date

\_\_\_\_\_  
Approved by Director of Human Resources Date

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