

TUITION BENEFIT REQUEST FORM - Tuition for a Dependent Child

Employee Name: _____ Hire Date: _____

Employee Status (circle one): EC Faculty EC Staff ESR Faculty ESR Staff Grant-funded position

Please read the Faculty or Staff Handbook sections about Tuition Remission for important information about this benefit. Eligibility is limited to those who satisfy the minimum years of service requirement. The benefit applies only to tuition – other fees, and charges such as room and board, are not covered by this benefit (for example: music lesson class fees and course fees, including May Term). Contact the Human Resources Office if your son or daughter is interested in off-campus study, as this benefit may only be applied to one off campus program per student, and there are additional limitations for programs that are not administered by Earlham or GLCA-approved.

YOU MUST SUBMIT A FAFSA to the appropriate college's Financial Aid Office, using that college's aid application deadlines. This includes those students attending Earlham. The tuition benefit cannot be calculated until the financial aid application process is complete.

Student Information

Student Name: _____ Birthdate: ____ / ____ / ____

High School graduation or GED date: ____ / ____ / ____ or current year in College: 1st 2nd 3rd 4th

Are you the custodial parent? Yes No

Is the student claimed as an exemption on your most recent tax return? Yes No

Is the student carried currently on your family health insurance? Yes No

Please name any other dependent children who have used the tuition benefit:

Please specify the term/academic year you are applying for: _____

Date you submitted the FAFSA: ____ / ____ / ____ (Indiana residents due by March 1st !)

Please list descriptions of any other grants, scholarships or awards received or to be received. Use the back of this sheet if necessary: _____

Student will attend:

_____ **Earlham College** If part time, please enter the number of credit hours: _____

_____ **A GLCA College, or Beloit or Grinnell:** _____

You'll need to complete GLCA's "TRE Application Form". It is available in the Human Resources Office and also at www.glca.org. Return it to the Human Resources Office, Drawer 194.

_____ **An accredited college other than the options listed above:** _____

Annual Tuition (do not include fees): \$ _____

When you receive your billing from your child's college, send a copy directly to Tammy Tomfohrde in Human Resources (Drawer #194) for payment.

Earlham Employee Signature: _____ **Date:** _____

Return this form to the Earlham Human Resources Office, Drawer 194.

Human Resources Office Use Only: Amount of Award: up to \$ _____ Annual or per term

BUDGET: 0636 or 2636 SUBACCOUNT: 9081 9082 9083 9084 9085
EC ESR FAC TR STF TR FAC EXP STF EXP TAXABLE

Approved by: _____ Date: _____

Copies to: ____ EC Financial Aid Office ____ Employee ____ EC Human Resourced Office ____ ESR Business Office