TUITION BENEFIT REQUEST FORM - Tuition for Employee or Spouse

Employee Name: _____ Hire Date: _____

Employee Status (circle one): Full Time Part Time

Employer (circle one): EC ESR Grant-funded

Requesting benefits for (circle one): Yourself** Your Spouse: _____

Please read the Faculty or Staff Handbook sections about Tuition Remission for important information about this benefit. Eligibility is limited to employees who have satisfied the minimum years of service requirements. Employees taking classes are limited to 5 credit hours per semester at EC or one course per semester at ESR. Any changes in regularly scheduled work hours must be approved by his/her supervisor, below. Tuition Remission for spouses is not provided if the spouse has already earned a bachelor's degree in any field of study. Music lesson class fees and course fees, including May Term, are not covered by this benefit.

Requesting benefits for (circle one): Full academic year One semester/term

Requesting benefits for (circle one): Full time enrollment Part time enrollment

Please specify the academic year/semester: _____

** **Employees taking classes must complete the following section each term.**

Course of Study: _____

Number of Credit Hours: _____

Describe any negotiated changes in work schedule, below:

Supervisor's Approval:_____ Date: _____

Employee Signature: _____ **Date:** _____

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

Human Resources Office Use Only Amount of Award: up to $ _____

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

Approved by: _____ Date: _____

Copies to: ____ EC Financial Aid Office _____ Employee _____EC Human Resources Office ____ ESR Business Office