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 or 2636  SUBACCOUNT:  9081  9082  9085

EC  ESR  FAC TR  STF TR  TAXABLE

Approved by: ____________________________  Date: _______________

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