



Application for Faculty/Staff Tuition Benefit - 2018-2019 Academic Year

Please complete the first two sections and return to the Office of Financial Assistance.

Section 1: Student Information

Student Name: _____ Student ID# _____

Permanent Home Address: _____

City: _____ State: _____ Zip: _____

What will your grade level be when you begin the 2018-2019 academic year?

- undergraduate
graduate/professional - Please note graduate spouse benefits at 50% are taxable.
High School Dual Credit Courses

See HR for details of coverage.

Which campus will you attend?

- Fayette Campus
Other Location or Online
Graduate

Section 2: Employee Information

Name: _____ ID #: _____ Relationship to Student: _____

Permanent Home Address: _____

City: _____ State: _____ Zip: _____

Department: _____

By signing this document I agree to pay all miscellaneous fees within 30 days from the beginning of the term. Failure to pay these fees will result in them being deducted from the following paycheck. I also recognize if employment terminates during a term, I will be responsible for the pro-rata share of the tuition benefits. Complete benefit details are available in the Employee Handbook.

All first-time undergraduate applicants must complete a Free Application for Federal Student Aid (FAFSA) If it is determined that the student qualifies for federal or state grants, they must complete a FAFSA in subsequent years. If it is determined that the student does not qualify for federal or state grants their first year, they are not required to complete a FAFSA the following year unless their financial circumstances change making them eligible for grants. Failure to complete the FAFSA and the Application for Faculty/Staff Benefit forfeits the right to receive the benefit.

Student's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Section 3: Payroll/Human Resources Information:

Supervisor Confirmation _____

Form box containing fields for Institution and Department, Date of Employment, Benefit Eligible, Date Eligible for Faculty/Staff Benefit, and Payroll Director Signature.