



APPLICATION FOR EMPLOYEE TUITION BENEFIT

1. Please complete the top part of this form and submit it prior to the deadline for your Semester. (click the yellow "Submit Application" button below)
 2. Interest will be charged on any outstanding balances for late Tuition Benefit Applications.
 3. Regular Tuition Fee deadlines apply – see the University Calendar.
- Note employees on probation are not eligible for this benefit.*

Semester Deadlines:	
Fall.....	Sep 15
Spring.....	Jan 15
Summer 1.....	May 15
Summer 2.....	Jul 15
Summer 3.....	Aug 15

I am an eligible University Employee			I am their Dependent or Spouse	
STUDENT NAME			ID#	
HOME ADDRESS			CITY	POSTAL CODE
SEMESTER	YEAR	# OF COURSES TO BE TAKEN	PROGRAM	

Sponsoring University Employee Information

EMPLOYEE #1 NAME	EMPLOYEE #2 NAME
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Human Resources	ID#	ID#				
	EMPLOYEE CLASS DIVISION	FTE	EMPLOYEE CLASS DIVISION	FTE		
	FT OR PT	CONT. OR TERM	TERM END-DATE	FT OR PT	CONT. OR TERM	TERM END-DATE
	IS 6 OR 9 MONTH PROBATION COMPLETED?	COMPLETION DATE	IS 6 OR 9 MONTH PROBATION COMPLETED?	COMPLETION DATE		

Human Resources has verified the student's eligibility for this benefit

Cash Office		AMOUNT	DATE	%	PRORATE AT:
	Tuition Assessed				
	Administration Fee (\$15 per course, up to \$45 maximum)				NOTES:
	U of L Staff Tuition Benefit [code 609]				
	Adjustments [code 609]				
TOTAL BENEFIT					

The Cash Office authorizes the payment as noted in the form