



APPLICATION FOR EMPLOYEE TUITION BENEFIT

1. Please complete the top part of this form and submit it to the Human Resources Office prior to the deadline for your Semester.
 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

<input type="checkbox"/> I am an eligible University Employee		<input type="checkbox"/> I am their Dependent or Spouse	
STUDENT NAME:		ID#:	
HOME ADDRESS:		CITY:	POSTAL CODE
SEMESTER:	YEAR:	# OF COURSES TO BE TAKEN:	PROGRAM: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
My signature certifies the accuracy and intent of my application.		DATE (DD-MON-YY)	

Sponsoring University Employee Information

EMPLOYEE #1 NAME			EMPLOYEE #2 NAME		
ID#			ID#		
EMPLOYEE CLASS DIVISION		FTE	EMPLOYEE CLASS DIVISION		FTE
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Continuing <input type="checkbox"/> Term	TERM END-DATE	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Continuing <input type="checkbox"/> Term	TERM END-DATE
IS 6 OR 9 MONTH PROBATION COMPLETE? <input type="checkbox"/> Yes <input type="checkbox"/> No		COMPLETION DATE	IS 6 OR 9 MONTH PROBATION COMPLETE? <input type="checkbox"/> Yes <input type="checkbox"/> No		COMPLETION DATE
HUMAN RESOURCES AUTHORIZATION			DATE (DD-MON-YY)		
		AMOUNT	DATE	%	PRORATE AT:
Tuition Assessed					NOTES:
Administration Fee (\$15 per course, up to \$45 maximum)					
U of L Staff Tuition Benefit [code 609]					
Adjustments [code 609]					
TOTAL BENEFIT					
CASH OFFICE AUTHORIZATION OF PAYMENT					

Human Resources

Cash Office