



## INSTRUCTIONS FOR COMPLETION

This form must be completed for each semester benefits are requested and must indicate the term and fiscal year for which benefits are being requested. All sections must be completed in full. Incomplete forms will be returned.

### Employee Information

Indicate employee status of "Full Time" or "Part Time." If "Part Time," indicate percentage of effort (e.g., 50%, 75%, etc.).

Provide full name, employee ID number and department/program name.

### Purpose

Check ONE (1) box, based upon the following:

- Non-Job-Related Degree Program—To be checked if pursuing a degree in an academic discipline that is not related to the job. Name of degree program must be provided.
- Job-Related Degree Program—To be checked if pursuing a degree in an academic discipline that is directly related to the job. Name of degree program must be provided.
- Employee Professional Development—To be checked if course(s) taken is/are not in pursuit of a degree, but the course(s) is/are directly related to the job.

### Course Information

Provide the following information for each course to be taken in the semester: course reference number (CRN), course title and number, days and time the course meets, number of credits, cost per credit hour and total cost for the course.

### Signatures

The employee should sign and date where indicated.

The department/program head should sign and date where indicated, verifying that the course(s) is/are job related or professional development and taking into consideration the days and times of each course to ensure that attendance will not violate Sections 4(G) of the Tuition Benefit Policy, which states:

*Course work shall not interfere with an employee's regular duties and must occur at times outside of regular working hours. Lunch periods may not be adjusted for the sole purpose of circumventing this policy. With the permission of the employee's supervisor, a maximum of one (1) three (3)-credit hour course may be taken during working hours, if the course is related to the employee's job assignments or if the course is required for granting a degree that is job related. In the event of a dispute, the Director of Human Resources will decide whether or not the course or degree is job related.*

The vice president for academic affairs should sign and date where indicated ONLY for faculty, flight instructor and postdoctoral employees.

### Processing

After the department/program head signs the form, it should be forwarded to the Office of Human Resources where it will be reviewed for eligibility and adherence to the Tuition Benefit Policy.

After approval by the Office of Human Resources, the form will be forwarded to the Office of Financial Aid for final processing.

A copy of this form will be returned to the Office of Human Resources to be included in the employee's personnel file, and a copy will be returned to the employee.