

McKendree University

FACULTY/STAFF TUITION BENEFIT INFORMATION/APPROVAL FORM

The Faculty/Staff Tuition Benefits Information/Approval form must be completed and returned to the Human Resource Office prior to the start of the semester you are planning to attend.

STUDENT NAME: _____

HOME ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ SCHOOL YEAR: _____

UNDERGRADUATE: ___ STATUS: FR___ SO___ JR___ SR___ GRADUATE:___ MAJOR:_____

FACULTY/STAFF NAME:_____ DEPARTMENT: _____

All Faculty/Staff and/or their dependents requesting Faculty/Staff Tuition Benefits for undergraduate studies must complete the Free Application for Federal Student Aid (FAFSA) each year to determine whether the student will receive other types of financial aid. **The FAFSA should be completed as soon as possible after October 1st. If you miss the deadline, and would have otherwise been eligible for the state grant, McKendree will only cover the cost of tuition after funded aid would have been applied.** The FAFSA filing requirement may be waived by the Financial Aid Office based on prior year's EFC number.

HAVE YOU COMPLETED THE FREE APPLICATION FOR FASFA? Yes ___ No ___ N/A ___

HAVE YOU RECEIVED YOUR STUDENT AID REPORT (SAR)? Yes ___ No ___ N/A ___

A copy of Faculty/Staff Tuition Benefit guidelines is located in the Personnel Manual.

If receiving faculty/staff tuition benefit for my dependent or myself, I agree to remain under the employ of the university for a period of 24 months after the end of the last course taken and further authorize the university to deduct the cost of the last two semesters' classes, (fall, spring, summer), as designated in the policy manual. (____)

Graduate tuition remission in excess of \$5250 per year will be considered taxable income and an adjustment to your taxable income will be made in the December paycheck which may result in a reduced paycheck for that month. (____)

Please forward to Office of Human Resources for approval prior to sending to Financial Aid. Appeals for denied benefits should be made directly to the Human Resource Office.

Employee Signature/ Date

If employee is the student, supervisor must sign/date.

The employee has shown proof of guardianship of a dependent in the form of a birth certificate, tax return, adoption decree, or similar document, and dependent must be less than 25 years of age as of the first day of the semester or term in order to qualify for tuition benefits. _____

APPROVAL BY VICE PRESIDENT (IF TUITION BENEFIT IS FOR EMPLOYEE): Yes ___ No ___

Signature: _____ Date:_____

APPROVAL BY PRESIDENT (GRADUATE SCHOOL ONLY): Yes ___ No ___

Signature: _____ Date:_____

APPROVAL OF DIRECTOR OF HUMAN RESOURCES: Yes ___ No ___

Signature: _____ Date:_____