

**This is NOT a class registration form!**

- Instructions:**
1. Please type or print legibly.
  2. Return **ALL COPIES** of completed form to the Organization & Employee Development Office **AT LEAST TEN (10) BUSINESS DAYS PRIOR TO CLASS START DATE**. We cannot process your application if it is turned in later or if you do not provide us with the original forms.
  3. Failure to notify Training Source (not Organization & Employee Development) of cancellation within its respective cancellation parameters, will result in 100% payment billed directly to registered employee.
  4. **Copies of this form without a valid authorized approval signature are void.**

**Eligibility Requirements**

1. The class must be directly related to the current job.
2. The class must be successfully completed according to the criteria set by the Training Source.
3. Employees are eligible to receive tuition assistance for up to two courses (credit or non-credit) per term for two terms, and one course for one term during the academic year beginning with the fall term (see your current contract or non-rep-manual for exact limits).
4. Employees receiving tuition assistance for credit courses during an academic year, reduce their non-credit tuition assistance eligibility by the number of courses taken. The reverse is also true: Employees receiving tuition assistance for non-credit courses reduce their credit tuition assistance by the number of courses taken.
5. Academic Personnel are **NOT** eligible (see below for exceptions).\*

Name (Last, First, M.I.)				Banner ID No.			
Department/Room No./Building			Classification* (See Exception Below)			Campus Telephone No.	
Course Title (1)				Course Title (2)			
Section No.	Date Class Begins	Date Class Ends	Cost of Class	Section No.	Date Class Begins	Date Class Ends	Cost of Class

Have you applied for tuition assistance this academic year (September - August)?  Yes  No

If yes, please check appropriate box.  Credit  Non-credit  Both

If yes, please mark both which term you have applied for tuition assistance and how many classes in each term you have applied for tuition assistance.  Fall  Winter  Spring/Summer

Describe class, employee's functions, and why the class **DIRECTLY RELATES** to current job performance. (This **MUST** be completed.)

**Employee's Statement**

I have read the cancellation and eligibility requirements on this form and the above information is complete and accurate.

\_\_\_\_\_

Employee's Signature/Date

**\*Exception**

Employees Classified as academic are **not** eligible for non-credit tuition assistance and must seek an exception (see area for signature below) from the Provost & Vice President of Academic Affairs to receive this assistance when they take a non-credit course.

\_\_\_\_\_

Provost & Vice President Academic Affairs/Date

**Dean/Director Certification**

I hereby certify that the above named individual is a full time employee and that satisfactory arrangements have been made to compensate for any time lost resulting from the employee attending classes during normal working hours (working during lunch hour will not be considered a satisfactory arrangement).

\_\_\_\_\_

Authorized Dean/Director Signature/Date

**Approval**

Non-Credit Tuition Assistance for the above employee for the above class(es) has been approved.

\_\_\_\_\_

Authorized Organization & Employee Development Rep/Date