Employee Verification for Tuition Benefits

- Academic Year _____ Please Indicate semester for which benefit is being requested: (Choose only one) ☐ Fall ☐ Spring ☐ Summer 1 ☐ Summer 2

- Complete and return to Human Resources Department.

Employee Information	**Dependent Information**
Name of Employee_____ Employee ID # _____ Department_____ LSU Phone # _____ _____ Employee's Signature Date	Name of Dependent _____ Student ID # _____ (SSN Acceptable for Tuition Exchange Only) Circle one: **Dependent Child** **Spouse** Date of Dependent Child's high school graduation _____ **SPOUSE/DEPENDENT CHILD BENEFITS WILL ONLY COVER UNDERGRADUATE STUDY AND ARE NOT OFFERED TO ANYONE WHO ALREADY HAS A BACCALAUREATE DEGREE.**

Type of Benefit Requested

_____ Undergraduate Tuition Benefit for Faculty/Staff (maximum of 9 credits per term for evening classes only). PLEASE ATTACH BILL.

_____ Graduate Tuition Benefits for Faculty/Staff (maximum of 6 credits per term for evening classes only). This benefit does not cover doctoral courses. PLEASE ATTACH BILL.

_____ Dependent Tuition Benefit (undergraduate students only) – **Dependents of divorced parents are considered eligible as long as both parents, on a combined basis, provide over one-half of the support for the child during the year and the child must live with one of the parents for one-half of the calendar year.**

A. _____**Dependent Child or Spouse** at La Salle University. PLEASE ATTACH BILL AND COPY OF 1040 (*earnings blocked out*). **MAXIMUM - FULL-TIME TUITION**. Please refer to ***Tuition and Fees*** at **www.lasalle.edu/financialaid** for the current tuition rates. Tuition charges in excess of full-time will not be covered.

B. _____ **Tuition Exchange** for dependent child(ren). PLEASE ATTACH COPY OF 1040 (earnings blocked out). **(school name – *if known*) :** _____

To be eligible for dependent tuition benefits, the employee must have served La Salle University in a full-time capacity for 5 years. (Previous full- time Higher Education experience may be accepted.)

IN ORDER FOR THE BENEFITS TO BE CREDITED TO YOUR ACCOUNT, YOU MUST ATTACH A COPY OF THE CURRENT LASALLE UNIVERSITY CHARGES. IF YOU ADD OR DELETE A CLASS, YOU MUST INFORM THE FINANCIAL AID OFFICE SO THAT YOU CAN BE PROPERLY CREDITED.

For Office Use Only

_____ Date of full-time hire _____ Eligible for tuition benefits _____ Not eligible for tuition benefits _____ Human Resources Authorization Date	_____ Funding Code _____ Charges _____ Amount of Benefit _____ Student Financial Services Representative Date