

**CALUMET COLLEGE OF ST. JOSEPH**

**Application for Tuition Benefit**

*See Employee Handbook for Instructions*

Term \_\_\_\_\_ Year \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

Employees are only eligible for a maximum tuition benefit of 13 credit hours per semester. (see Tuition Benefit Memo 9/1/2007)

I wish to register for \_\_\_\_\_ credit hours. Traditional \_\_\_\_\_ Accelerated \_\_\_\_\_ Certificate \_\_\_\_\_ Masters \_\_\_\_\_

My Social Security # is \_\_\_\_\_.

**SPOUSE:** My spouse, \_\_\_\_\_ wishes to register for \_\_\_\_\_ credit hours.

Traditional \_\_\_\_\_ Accelerated \_\_\_\_\_ Certificate \_\_\_\_\_ Masters \_\_\_\_\_ His/her Social Security # \_\_\_\_\_

**DEPENDENTS:** Listed below are my dependent child/children who wish(es) to enroll.

Name	Birth Date	Soc.Sec. #	No.of Credit Hrs.
_____	_____	_____	_____
_____	_____	_____	_____

I intend to apply for Financial Aid: \_\_\_\_\_ Yes \_\_\_\_\_ No

I agree to pay all non-tuition fees and charges by the end of the first full week of class. I further authorize immediate payroll deductions to cover any outstanding balance due the college regarding this enrollment. I understand a twenty-five dollar (\$25.00) processing fee will be charged to my account. Payroll deductions will be withheld in equal installments for balances over \$100.00 beginning with the first pay period following the first full week of class and ending with the last pay period before the semester ends. Balances of \$100.00 or less will be withheld in a one-time deduction on the first pay period following the first full week of class. Federal and State grants and other awards will be applied to the employees' tuition, fees, and books before the tuition benefit is applied.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Vice President \_\_\_\_\_ Date \_\_\_\_\_

Director of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Vice President-Business/Finance \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Employees tuition benefits extend to tuition charges **ONLY**. Costs incurred for books and fees are **NOT** Covered. Employees receiving tuition benefits may be eligible for additional grant monies from the State and Federal governments. See the Financial Aid Office for further details. **Employees may attend, only at Calumet College, up to three (3) credit hours during their normal work schedule, providing that a flexible work Arrangement has been approved by the employee's supervisor and vice president. If the flexible schedule is approved, the vice president will notify the Human Resource Department in writing.**

(Bus/Fin Office use only) C: Registrar \_\_\_\_\_ Fin. Aid \_\_\_\_\_ Employee \_\_\_\_\_