



# Calumet College of St. Joseph

## Application for Tuition Benefit

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

EMPLOYEE NAME: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-time \_\_\_\_\_

Full time employees are only eligible for a maximum tuition benefit of 13 credit hours per semester. Part-time employees are only eligible for a maximum tuition benefit of 3 credit hours per semester. (See Tuition Benefit Policy and Procedure 9/17/2012)

Recipient	Full Name	Student ID Number	Credit Hours	Traditional, Accelerated, or Graduate Program
Employee				
Spouse				
Dependent				
Dependent				

All employees, spouses, or dependents must complete a FAFSA in order to establish if they qualify for other financial aid assistance. Failure to complete a FAFSA will negate the tuition benefit at CCSJ. All employees, spouses, or dependents that live in Indiana and want to attend school full-time, FAFSA applications must be applied for by March 1<sup>st</sup> prior to the academic year. Failure to complete their FAFSA by March 1<sup>st</sup> it will result in no full time tuition benefit for the entire academic year. The employee, spouse, or dependents may be eligible for a part-time tuition benefit. (Note: does not apply to post baccalaureate candidates)

An employee, spouse or dependent can select their courses in advance but no registration will be processed until one week prior to the start of semester. No registrations will be processed unless the student has a zero balance. No balances will be forwarded to the next semester. All applications must be submitted by the first week of class in order to receive the tuition benefit. Applications received after that will be denied and the employee will be responsible for the tuition cost along with fees and books for that semester

**\*I agree to pay all non-tuition fees and textbook charges prior to the start of class or a payroll deduction will be withheld in equal installments, beginning with the second pay period following the first full week of class and ending with the last pay period before the semester ends. Federal and State grants and other awards will be applied to the employees' tuition, fees, and books before the tuition benefit is applied.**

**\*Payroll deduction authorization**

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

No FAFSA Submitted	FAFSA Submitted	Date FAFSA Submitted	Date Received by Financial Aid	FT Tuition Approved	PT Tuition Approved

Director of Financial Aid \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

**NOTE:** Employees tuition benefits extend to tuition charges **ONLY**. Costs incurred for textbooks 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. Approved flexible schedules must be documented and submitted to the Human Resource Department.