

# TUITION ADVANCEMENT APPLICATION

Please complete this form and return it along with the Tuition Assistance Application and an itemized bill from the College/University (4) four weeks before the semester begins. Tuition Advancements will not be processed without an itemized bill from the College/ University. Tuition checks will be mailed directly to the College/University listed on the application. If the application, along with the required documentation, is not received (4) four weeks prior to the start of the semester, your application will be returned and must then be resubmitted for Tuition Reimbursement at the end of the semester.

**Please note that letters will not be distributed to schools regarding payment.**

Are you a Union or Non-Union Employee? \_\_\_\_\_

Are you an Undergraduate student?  Yes  No (If you answered no, you are not eligible, please refer to the policy)

Have you submitted a grade report for the previous semester you received Tuition Assistance for?

Yes  No (If you answered no, you are not eligible, until you have submitted your grade report, please refer to the policy)

Do you earn more than \$30,000 per year?  Yes  No (If you answered yes, you are not eligible, please refer to the policy)

\*\*\*\*\* ALL FIELDS MUST BE COMPLETED \*\*\*\*\*

EMPLOYEE NAME:	
WORK EXT.:	
WORK DEPARTMENT:	
HOME OR CELL PHONE:	
EMAIL ADDRESS:	
SCHOOL:	
SCHOOL ADDRESS:	
SEMESTER:	
TUITION COST PER CREDIT:	