

Benedictine College Tuition Benefit Application Form

Return this completed form to the Human Resources Department no later than:

Fall Semester – April 1st

Summer Semester – May 1st

Spring Semester – November 1st

Tuition Benefit Period: Semester _____ Year _____
(form required each semester.)

STUDENT APPLICANT INFORMATION AND SIGNATURE

Student Name (print neatly)

Colleague id #

Name of Employee Requesting Tuition Benefit (print neatly)

Department

Is this your first semester with BC or exchange college? Yes No

If so, have you been admitted? Yes No

If exchange, complete name of college: _____

Anticipated graduation date: _____

Will student be at least 24 years of age at start of semester applied for? _____ YES _____ NO

I acknowledge I have read and understand the following information. In addition, I acknowledge that it is my responsibility to read the full tuition benefit policy found in the employee handbook, located at www.benedictine.edu under Resources – T.

This form is to determine eligibility only; completing this application does not satisfy enrollment or financial aid requirements. All undergraduate students must complete the FAFSA (if applicable) before receiving the tuition benefit. Graduate level tuition benefit requires appropriate Cabinet member seek approval of President's Cabinet. Graduate level tuition for non-GA's is taxable per IRS rules. A minimum number of paying students in the class is required for Tuition Benefit. Once fully processed, awards will be posted to your student account at the beginning of the semester. Tuition benefit applies to tuition only and does not cover any additional fees or other course related expenses. All credits, including audited classes, incur a Facilities and Access fee that is not covered by Tuition Benefit. Tuition Exchange benefit will result in an annual participation fee of \$100; employees will receive an invoice from the Business Office in August for this annual fee. Outstanding charges will be subject to late fees. It is your responsibility to review your balance and any communications sent to your student email account.

Student Applicant Signature

Date Signed

Employee Requesting Tuition Benefit's Signature

Date Signed

FOR HR USE ONLY:

Tuition Benefit Spreadsheet Updated: _____

Cabinet Approval Confirmed: _____

Graduate-level (non-GA) Taxable – Initial Email Sent: _____

Graduate-level (non-GA) Taxable – Tax Form Sent: _____

TYPE OF TUITION BENEFIT REQUESTED:

FAFSA Required:

- Employee requesting undergraduate tuition benefit (Employee Supervisor approval required.)
- Employee requesting tuition exchange (Contact Financial Aid for instructions.)
- Employee’s dependent requesting undergraduate tuition benefit
- Employee’s dependent requesting undergraduate tuition exchange* (Contact Financial Aid for instructions.)
- Employee’s spouse requesting undergraduate tuition benefit
- Employee’s spouse requesting undergraduate tuition exchange* (Contact Financial Aid for instructions.)
- Religious requesting undergraduate tuition benefit (Abbey/Mount approval required.)
- Focus employee’s dependent seeking undergraduate tuition benefit (Cabinet Member approval required.)
- Contracted Employee (Allied Barton/Aramark) with 10 years service

FAFSA Not Required:

- Employee requesting to audit a class.
- Employee’s spouse requesting to audit a class.
- Employee’s dependent requesting to audit a class.
- Employee’s high-school dependent requesting Advanced College Credit to be taken at high school.
- Employee’s high-school age dependent requesting to attend college level courses on BC campus.
- Employee (NOT GA) requesting graduate tuition benefit (Cabinet member and Cabinet approval required).
 - MBA Education Leadership
 - _____ Graduate-level tuition benefit in excess of \$5,250 per calendar year is taxable per IRS rules.
Initial to document your understanding of this important information.
- Graduate Assistant requesting Graduate tuition benefit (Cabinet member and Cabinet approval required).
 - MBA Education Leadership
 - _____ Graduate-level tuition benefit in excess of \$5,250 per calendar year is taxable per IRS rules.
Initial to document your understanding of this important information.
- Employee requesting Benefit Reduction at Maur Hill – Mount Academy High School.
- Employee requesting Benefit Reduction at St. Benedict Catholic School. (K-8)
- Contracted services Undergraduate tuition benefit. (Employee only - must have 10 years of service)

SIGNATURES AND APPROVALS

Employee Supervisor Signature
Needed only if employee is the student

Date Signed

Cabinet Member
Cabinet member is stating he/she has received authorization from Cabinet (for graduate or Focus tuition).

Date Signed

Abbey/Mount Official – if member of religious order
 St. Benedict’s Abbey Mount St. Scholastica Monastery Other Benedictine Sponsored

Date Signed

HR Director Signature

Date Signed