

K-State Student Union

Tuition Assistance Application

Reference Union policy 4881 – *Tuition Assistance for Kansas State University Courses* prior to completing and submitting this application.

Name: _____ Date: _____

Request is for the 20 _____ fall semester spring semester summer

I meet the following criteria and understand:

I am a full-time Union employee

I meet all performance expectations

I have been employed by the Union for a minimum of 1 year

I have had no disciplinary actions against me within the last 12 months

I must meet all eligibility requirements for the entirety of the semester for which tuition assistance is sought

I must complete a new application for each semester I am requesting tuition assistance

I am not eligible for tuition assistance if I am on leave without pay

Time away from my work schedule to attend class(es) is not part of this program

I must provide proof of successful course completion within 45 days after class completion

Tuition assistance is exclusively for courses taken through Kansas State University

If approved, payment of the award is made directly to Kansas State University

My application must be submitted in its entirety to the Union human resources department no later than 20 days prior to the beginning of the requesting semester

University course name:

Course Number:

Undergraduate-level course

Credit hours:

Graduate-level course

I attest the above information is true. I have reviewed and will abide by all provisions in Union policy 4881 regarding tuition assistance.

Employee signature:

Return completed form to Union HR

For HR use only

Date received:

Applicant meets all eligibility criteria and is approved: Yes No

If no, list reason(s):

Date course enrollment is verified in KSIS:

Cost of approved tuition: \$

Date employee provided proof of successful completion of course:

Notes: