

**Alabama Agricultural and Mechanical University
Office of Human Resources**

Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762
Phone: 256.372.5835 Fax: 256.372.5881

Application for Tuition Assistance for Employee, Dependents, Spouse

Tuition Assistance and Educational Benefits is documented in the *University Staff Handbook (2011)*, Section 6.4 and *University Faculty Handbook (2011)*, Section 5.9.

Employee Information

Name _____ Banner ID#: _____

Date of Employment: _____ Department: _____

Email: _____ Telephone: _____

Application is for: Fall [] 20____ Spring [] 20____

Tuition Assistance for Employee

Name	Banner ID#	Intended Degree	Course/Day/Time

Under the procedure of the Alabama Agricultural and Mechanical University governing tuition assistance, I certify that I am an active full-time permanent employee of the University and eligible for tuition assistance.

Employee Signature: _____ Date: _____

I certify that this employee has my approval for the course listed above and that all work time lost due to class attendance will be made up or charged to appropriate leave.

Immediate Supervisor: _____ Date: _____

Tuition Assistance for Spouse and/or Dependents

List spouse and all dependents eligible for tuition assistance.

Name	Banner ID#	Relationship to Employee	Date of Birth	Marital Status

I certify that I am an active regular full-time employee of Alabama Agricultural and Mechanical University and that my spouse and/or unmarried dependent children (under the age of 26 at the beginning of the semester for which a tuition grant is awarded) are eligible for tuition assistance in accordance with University procedure.

Employee Signature: _____ Date: _____

Office of Human Resources Approval

Signature: _____ Date: _____