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.

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: 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 assistance in accordance with University procedure.	Employee Information					
Email:	Name	Banner ID#:				
Application is for: Fall [] 20Spring [] 20 Tuition Assistance for Employee Name Banner ID# Intended Degree Course/Day/Time Degree 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. 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:	ate of Employment: Department:					
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. Date:	Email: Telephone:					
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Employee Signature: Date:	Employee Signature:			Date:		
Office of Human Resources Approval						
Signature: Date:	Signature:			Date:		