

Education Benefit Application – All Programs

This form is used for you to apply for tuition benefits for either you or your dependent(s). It can be used for undergraduate programs both on the Rindge campus or online, as well as graduate level courses.

Steps to complete this form:

For first time enrollment:

- Apply to for admission. Click [here](#) for undergraduate enrollment and [here](#) for graduate courses.
- Complete the Student Eligibility Form and forward to Human Resources.
- Using the student ID#, complete this form by typing in boxes or using the drop-down menus. Send completed form to Human Resources.

For returning students:

- Using the student ID#, complete this form using the drop-down menus. Send completed form to Human Resources.

Only one form per academic year will be processed for all of the terms listed.

- The Office of Student Financial Services verifies both enrollment and charges. Once verified, the benefit will then be applied to student account.
- Graduate courses may be a taxable benefit in accordance with IRS regulations (Publication 970-Tax Benefit for Education).
- You are responsible to notify Human Resources about any withdraws or non-accepts, otherwise you may be charged.

Employee Information:

Name: _____ Hire date (fulltime): _____

Student Information:

Name: _____

Date of Birth: _____ ID#: _____

Relationship: _____ Course Levels: _____

Program: _____ Location: _____

Anticipated Enrollment: Academic Year _____ - _____

Term:	Credits:	Term:	Credits:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Credits for AY: _____

Employee's Signature: _____

Date: _____

Supervisor's Signature*: _____

Date: _____

Human Resources Office: _____

Date: _____

Student Financial Services: _____

Date: _____

*Staff Only: If class is held during working hours, your supervisor must sign for approval and you must complete and attach the Education Exception Agreement Form.

HR Use Only:

Benefit Amount Covered: ☐ 50% ☐ 100%