

Franklin Pierce Employee Education Benefit Student Eligibility Form

This form is your request to use the education benefit for you or your dependent(s). You will need to complete this form only once per dependent. You will need to sign this and forward to Human Resources prior to enrolling you or your student dependent into any undergraduate or graduate classes. Contact Human Resources at ext 4075 if you have any questions.

Graduate courses may be a taxable benefit. It is your responsibility to notify Human Resources should you or your dependent(s) withdraw or are not accepted into the program of choice. Employees will be taxed on graduate coursework, in accordance with IRS regulations (Publication 970-Tax Benefit for Education). Dependents will receive 50% tuition remission for graduate courses, and is taxable in accordance with IRS regulations.

Employee Information:

Employee Name: _____

As an eligible full-time employee, I am applying for Tuition Benefits via the Franklin Pierce University Tuition Program for Academic Year 20____ - 20____.

☐ UNDERGRADUATE

☐ GRADUATE PROGRAM

☐ DOCTORAL PROGRAM

Student Information:

Student Name: _____

Date of Birth: ____ / ____ / ____

Relationship: _____

Employee Signature: _____

Date: _____

HR Use Only:

Employee full-time hire date: ____ / ____ / ____

Human Resources Rep: _____

Confirm Eligibility: ☐ Yes ☐ No

Date: ____ / ____ / ____