

Employee Information

Employee Name	Work Phone	Home Phone	Campus Box #	Email Address
Street Address	City, State, Zip	Current FTE	Check One: Faculty Staff	

Student Information

Employee Relationship to Student (check one): Self Spouse Dependent	Full Name of Spouse/Dependent:	Last 4 Digits of Social Security Number of Student:
		Student Date of Birth:
Is the student degree seeking? Yes No	Has the student earned an undergraduate degree? Yes No	Applying for benefits to be applied to courses taken: Fall 20__ Spring 20__ *Summer 20__
If applying for undergraduate tuition benefits, an application for financial aid must be completed. Has the financial aid application been completed? Yes No Not Applicable Will File Later		Anticipated Grade Level: Freshman Sophomore Junior Senior Grad <i>*Undergraduate summer tuition benefit is only available at Augsburg University and % differs from academic year benefit %</i>
Program student will be enrolling in: Traditional Day Adult Undergraduate/WEC Graduate		If applying for graduate tuition remission, indicate which program:

Application Deadlines:

Augsburg Programs: May 1 **Exchange Programs:** May 1

College/University Information

Will the student be attending Augsburg University? Yes No	Did the student attend Augsburg last year? Yes No	Are you applying for tuition benefits in one of the exchange programs? Yes No
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If you are applying for tuition benefit in any of the exchange programs, please provide the name and location of schools being considered AND indicate which exchange program you are applying to for benefits. If the school you are applying for participates in multiple programs, please select all programs that apply.

Refer to the following websites for information on school participation:

TE: <http://www.tuitionexchange.org/> **CIC:** <http://www.cic.edu/Programs-and-Services/Pages/default.aspx>
ELCA: <http://www.elca.org/colleges/> **ACTC:** includes Hamline, St. Catherine, St. Thomas and Macalester.
 Tuition remission amounts vary by exchange program and school. Some exchange programs are competitive. The exchange school determines who receives the benefit. **Forms with missing information WILL NOT be processed. List additional schools on reverse page.**

Name of School	City/State	Exchange Program:	Attended this school in a prior year?
1.		ACTC CIC TE ELCA	
2.		ACTC CIC TE ELCA	

Employee Authorization

I hereby apply for tuition remission benefits for the above-named individual within the provisions of the tuition benefit policy.

Signature:

Date:

Human Resources Use Only

Date of Hire: FTE: Signature: Date:
 Date of Benefit Eligibility:

Additional College/University Information

Name of School	City/State	Exchange Program:	Attended this school in a prior year?
3.		ACTC CIC TE ELCA	
4.		ACTC CIC TE ELCA	
5.		ACTC CIC TE ELCA	
6.		ACTC CIC TE ELCA	
7.		ACTC CIC TE ELCA	
8.		ACTC CIC TE ELCA	
9.		ACTC CIC TE ELCA	
10.		ACTC CIC TE ELCA	
11.		ACTC CIC TE ELCA	
12.		ACTC CIC TE ELCA	