

# APPLICATION FOR TUITION BENEFITS

## Full-Time Employees ONLY

Form Needs to be Completed Each Semester

TUITION BENEFIT RECIPIENT and EMPLOYEE INFORMATION	
<i>Please print clearly</i>	
Name of Recipient/Student (for whom the tuition benefit is requested):	Select ONE Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:
Recipient's/Student's ID No (800#):	Recipient's/Student's Date of Birth:
Name of <u>FULL-TIME</u> Employee, if different than student above:	Employed By: <input type="checkbox"/> Seward County Community College <input type="checkbox"/> Great Western Dining
Recipient's Relationship to the Employee: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child/Dependent <input type="checkbox"/> Other if "Other", please specify below:	

All full-time employees and/or a dependent family member are eligible for limited tuition assistance for credit courses (does not apply to non-credit course offerings). The guidelines to receive this assistance are listed below.

1. The employee or the dependent family member must be admitted and enrolled at Seward County Community College (SCCC). A dependent family member is defined as a spouse or child(ren) who are claimed on the employee's annual tax return. Meaning, dependents are no longer eligible once they reach age 23.
2. An Application for Tuition Benefits must be submitted to the Human Resources Office (HR) for each semester the benefit is being requested. You cannot submit one form for multiple semesters. A separate form is required for each semester.
3. All recipients/students are responsible for all credit hour fees and applied course fees for all/any credit hours course(es) taken. (NOTE: An exception to this is the Community Health & Conditioning class for employees only.)
4. The student must have an overall GPA of 2.50 as of the semester the benefits are requested.
5. The employee must continue employment through the end of the semester that tuition benefits are being requested. If they don't, any tuition benefits paid will be charged back to the recipient/student account and they will owe the balance.
6. Tuition is only paid for students who complete the class and either pass or receive a letter grade of A,B,C,D, or F. If they don't, any tuition benefits paid will be charged back to the recipient/student account and they will owe the balance.
7. The maximum tuition benefit paid is up to and including 11 credit hours each semester per recipient/student.
8. EduKan course tuition benefits will be paid at the SCCC tuition rates for the semester requested and according to the student's residency, as defined in the academic catalog.

**COMPLETE AND RETURN TO:** SCCC Human Resources Office PO Box 1137 Liberal KS 67905-1137 OR Fax: (620) 417-1124

### Processing Payment for Tuition Benefits

1. After certification date or its equivalent, HR will verify the recipient/student meets all the guidelines listed above. If so, payment is submitted for processing. If not, a letter explaining why the benefits are being denied is sent to the employee.
2. Accounts Payable processes the check and sends it to HR, who then forwards it to Accounts Receivable for posting of payment to student's account.

**WHEN ARE TUITION BENEFIT PAYMENTS APPLIED TO STUDENT ACCOUNTS???** Approved payments for tuition benefits are typically posted/applied to student accounts within two to three weeks following the semester's certification date, depending on workload. Applications submitted timely are typically paid at the end of September for the Fall semester, the end of February for the Spring semester, and the end of August for the Summer semester. Priority is given to applications submitted prior to certification date. Applications submitted after certification date will cause payment of tuition benefits to be paid later in the semester.

**IMPORTANT:** The student will receive a bill showing tuition due, please pay all other amounts due except tuition until the above process has occurred. If you continue to receive a bill with an outstanding tuition balance and it's at least 4 weeks after the semester's certification date, contact HR regarding the status of your Application for Tuition Benefits.

**I certify that I have read the Application for Tuition Benefits (including the guidelines and all payment processing information listed above) and all answers I have given are complete and accurate to the best of my knowledge.**

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTICE OF NONDISCRIMINATION:** Seward County Community College does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its programs and activities.