

SARAH · LAWRENCE · COLLEGE

Education Benefits Application

Sarah Lawrence College offers education benefits to eligible regular faculty and administrative staff members to help defray tuition costs. Education benefit descriptions, which provide eligibility requirements, application procedures and benefit amounts, are available in the Human Resources office and on the Sarah Lawrence College web site.

Education benefits may be subject to taxes. Please contact Human Resources to discuss whether your benefit is taxable.

The maximum undergraduate education benefit for any one child will be eight semesters, the equivalent of 120 registered credits or four undergraduate years at an accredited undergraduate institution. Advanced Placement courses taken in secondary (high school) are not eligible for tuition benefit reimbursement. Employees, spouses and domestic partners may take a maximum of 5 credits per semester or summer term.

This application must be filed in the Human Resources department prior to commencement of course-work at Sarah Lawrence or any other institution.

To receive tuition benefits for a dependent child, employees must submit a copy of the Filing Status section of the employee's latest Federal Income Tax return as proof of dependency.

Cash Grant applicants must provide a copy of the bill from the accredited school for each semester.

SEMESTER:

YEAR: _____

SUMMER

FALL

SPRING

Employee Name _____ **Date of Employment** _____

Regular Faculty: Number of teaching days per week: _____

Administrative Staff: Number of hours per week: _____

Does this work schedule apply to the last three years: _____

Student's Name: _____ **Soc. Sec #:** _____ - _____ - _____

Relationship to Employee: Self Child Spouse/Domestic Partner

If Child: Student's Age: _____ Year of Graduation: _____

College Name: _____

BENEFIT – Check all that apply:

SLC Tuition Remission:

Undergraduate Level

Graduate Level

Center for Continuing Education

Guest Student Undergraduate

Summer High School Writing Class

Summer/Fall Writing Seminar

Early Childhood Center Academic Year

Early Childhood Center Summer

Cash Grant

Signature _____

Date _____