



## Tuition Benefit for ADU Courses

As a benefit to full-time employees, the employee and immediate family members (spouse and children only) may take *undergraduate* classes at ADU with tuition, required matriculation, lab and professional fees as per agreement below. The employee may take MHA/EMHA courses at ADU with tuition and required matriculation fee as per agreement below, if approved by administration.

- **Full Time Employees:**
  - Qualify for free undergraduate tuition and fees.
  - Qualify for free graduate MHA/EMHA tuition and fees either on campus or online if approved by administration via the Advanced Academic Study Application.
  - A maximum of four hours may be taken during the workday, and hourly employees must check out while in class.
  - Approval: Before enrolling in a course the employee must have the permission of their Department Chair, Director or immediate supervisor and submit a completed "Tuition Benefit" form *each trimester* to the Human Resources Office for approval
- **Immediate Family Members** (spouse and children only):
  - Qualify for free undergraduate tuition and fees, either on campus or online.
  - Approval: The immediate family member must submit a completed "Tuition Benefit" form *each trimester* to the Human Resources Office for approval.
- **Fees:** Books and elective fees (such as finance, parking fees, etc.), will be the responsibility of the employee or family member.
- **FAFSA/Aid Application:** The full-time employee or the family member will be required (if they have not already earned a baccalaureate degree) to complete the FAFSA and the ADU Aid Application to determine eligibility for grants before the tuition benefits will be applied to the appropriate account. Books and any elective fees will be the responsibility of the employee or family member.

### Step 1

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I am applying for a course(s) for myself       I am applying for a course(s) for immediate family

The individual applying for this benefit has already received a bachelor's degree.

**Applicant:** (if different from employee) \_\_\_\_\_

Relationship to employee: \_\_\_\_\_

ADU Department: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Department Cost Center: \_\_\_\_\_ Current Position: \_\_\_\_\_

Trimester:  Fall  Spring  Summer      School Year: \_\_\_\_\_

Course Title(s)	Credit Hours	On Campus	Online
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Step 2 Employee Only

**Approved**    **Denied**

Dept. Chair, Director or Immediate Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

### Step 3 Employee and immediate family member

**Approved**    **Denied**

Compliance Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### Step 4 Human Resources will scan original and send copy to the Employee. Original given to Financial Services.