

**SKIDMORE COLLEGE
INTERNAL TUITION GRANT APPLICATION**

Name of Employee

Social Security Number

Job Title

Date of Full-Time Employment

Eligibility: Eligible employees are included in this benefit upon hire. Their dependents are included in this benefit after 3 years of continuous eligible service. For purpose of this policy, dependents are your spouse or qualified domestic partner or legally dependent child. The term "legally dependent" child shall be limited to children claimed on the employee's federal income tax return or named to receive support for education in either a separation agreement or divorce decree issued by a court. Please refer to the Employee Handbook for a more detailed benefit explanation.

Eligible Employment Categories: Regular Full-Time in at least a 9 month appointment; Regular Part-Time in a 12 month appointment with at least 1,365 hours per year; Temporary Full-Time in at least a 9 month appointment, and Full-Time Regular Union Employees are eligible for the Internal Tuition Benefit. Approved Shared Appointments are eligible for a prorated benefit.

Matriculated Students: Eligible employees/dependents* are entitled to receive a tuition grant from Skidmore as long as they qualify for admission on the same basis as other students. Students seeking need based financial aid assistance in addition to the internal tuition grant can contact Financial Aid and/or visit www.skidmore.edu/financialaid to learn about other resources which may be available.

Non-Matriculated Students (Special Students): Eligible employees/dependents* may take courses on a credit or non-credit basis in any term provided that they qualify for admission as special students through the Office of the Registrar. Special students enroll after the regular registration period, and dates are posted on the Registrar's website. Tuition will be waived; special students will be responsible for a semester registration fee, special fees (applicable to some classes), and activity and general fees (if registered for 12 or more credits).

Summer Sessions: Eligible employees/dependents* may participate in Summer Sessions courses, independent study, and credit-bearing internships offered by the Office of Special Programs without payment of tuition, provided they are academically eligible. All application and supplies/material fees for courses must be paid.

* Eligibility to be determined by Human Resources

STUDENT INFORMATION

Name of Student: _____

Address of Student: _____

Relationship to Employee: _____ Academic Year: _____

Term: _____ 20__	Class: Freshman ()	Enrolled Through: Admissions ()
	Sophomore ()	Registrar's Office ()
	Junior ()	Summer Sessions ()
	Senior ()	

(separate forms should be completed for each term)

In signing this application for a tuition grant, I am requesting assistance for myself or qualified domestic partner, or I am certifying that the above individual is my legal dependent for the tax year covered by the school term under the IRS guidelines stated above, or I have a separation agreement or divorce decree issued by a court regarding education.

Employee's Signature

Date

Human Resources' Authorization

Date

PLEASE FORWARD THE COMPLETED FORM TO HUMAN RESOURCES