

~LINCOLN MEMORIAL UNIVERSITY~

Request for UNIVERSITY TUITION BENEFIT or THE J. FRANK WHITE ACADEMY Tuition Discount.

Fully complete each section.

**Complete sections A and C only for The J. Frank White Academy Tuition Discount

SECTION A:

Hire date: _____

Employee Name: _____ **SID#** or SSN#: _____
 Last First MI

Division: _____ Department: _____

Tuition Request for: (Complete one form for each recipient and request)

___ Self ___ Spouse ___ **Child (DOB _____)** for Undergraduate _____ JFWA _____

Name: _____ SSN or SID#: _____
 Last First MI

SECTION B:

<u>Semester/ Year</u>	<u>Total Hours</u>	<u>Undergraduate (U) or Graduate *(MED/MBA/ EDS/MSNFP/MSNNA/PMH) PLEASE SPECIFY PROGRAM From *choices listed above</u>	***** (This column Financial Aid Office Use Only) \$ _____
Fall 2011	_____	_____	_____
Spring 2012	_____	_____	_____
Summer 2012	_____	_____	_____
JFWA 11/12	_____	_____	_____
			\$ _____ *****

Is the person for which this benefit is being requested, enrolled in a degree program or approved program of study?
 ___ Yes ___ No If YES, please list major or approved program of study: _____

Does the person for which this benefit is being requested, already have a Bachelor's Degree? ___ Yes ___ No

The person covered by tuition benefit MUST complete the appropriate FAFSA @ www.fafsa.gov IF they do NOT have a Bachelor's Degree.

All tuition benefits are subject to tuition benefit guidelines as stated in the *Faculty-Staff Handbook*. Under these guidelines, I understand that a faculty or staff person taking LMU courses at the master's or Ed.S. level agrees to work one year beyond achievement of the degree (or ending of school work) for every 18 credits of tuition remitted. I understand I may have to reimburse the University for tuition costs.

*****SECTION C: Acquire Immediate Supervisor or School Dean, and Division Vice President signatures BEFORE FORWARDING TO FINANCIAL AID OFFICE.**

Signature of Employee/Date

Immediate Supervisor(Staff), School Dean(Faculty)/Date

Division VP/Date

President/Date

Original

Copies to: Employee and Human Resources