APPLICATION FOR TUITION ASSISTANCE

INSTRUCTIONS:
Applications must be complete. Incomplete applications will be returned to the applicant. Return completed and approved application to Human Resources, #7 Pinehurst, Tuscaloosa, AL 35401 at least one month prior to the fee payment deadline.

- Complete Parts I and III if application is for staff.
- Complete Parts I, II and III if application is for a dependent.
- An application must be completed each academic year for each person applying for tuition assistance.

TAX IMPACT: Tuition assistance for undergraduate coursework taken by employees and/or dependents of UAS employees is not taxable to the employee. However, tuition assistance for graduate coursework taken by employees and/or dependents of UAS employees is taxable to the employee. Contact Human Resources for up-to-date information concerning this possible tax liability.

I. FACULTY/STAFF INFORMATION

| SSN: _________ - _________ - _________ |
| NAME (LAST, FIRST, MIDDLE INITIAL) | TITLE |
| DEPARTMENT | CAMPUS | STAFF ADDRESS | ACADEMIC YEAR |
| PHONE NUMBER | OR CAMPUS BOX NUMBER | APPLYING FOR |

I certify that the information provided on this form is true and complete.

STAFF SIGNATURE DATE E-MAIL ADDRESS

II. DEPENDENT INFORMATION

| NAME (LAST, FIRST, MIDDLE INITIAL) | DEPENDENT’S BIRTHDAY | SOCIAL SECURITY NUMBER |

This dependent is:
☐ A spouse of an eligible staff
☐ A regular full-time employee
☐ Dependent child of an eligible staff (25 and under)
☐ A retiree

The sponsoring employee is:

III. OTHER INFORMATION

Course of Study: (Check all that apply) ☐ Undergraduate ☐ Graduate

Campus: ☐ UA ☐ UAB ☐ UAH

NOTE: For employees registering for coursework, please attach a proposed schedule of courses for approval. For courses taken during regular work, include an explanation of how this time will be made up.

SUPERVISOR APPROVAL DATE APPROVED DATE RECEIVED

REV 05/07