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; if hired prior to January 1, 2004, dependents are eligible immediately. 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. Eligibility will be determined by Human Resources.

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 are also required to contact the Student Aid/Family Finance Office and complete additional paperwork.** The student will be responsible for the application fee.

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 fees and a semester registration fee will be assessed.

University Without Walls Students: Eligible employees/dependents admitted to the University Without Walls program will receive a tuition grant for courses taken at Skidmore or other colleges in the Hudson-Mohawk Consortium on the same basis as regular Skidmore students. The student will be responsible, however, to pay the advisor's part of the enrollment fee.

Summer and Special Programs: Eligible employees/dependents may participate in programs offered by the Office of the Dean of Special Programs without payment of tuition for some programs and courses, provided they are open after the regular registration period. All registration and material fees for the programs/courses must be paid. A partial tuition fee may be required for some programs/courses.

STUDENT INFORMATION

Name of Student: _____

Address of Student: _____

Relationship to Employee: _____ Academic Year: _____/ _____

Check all that apply: **(separate forms should be completed for each semester)**

Non-Matriculated Student		( )	Matriculated Student		( )			
Term:	Fall	( )	**Class:**	Freshman	( )	**Enrolled Through:**	Admissions	( )
	Spring	( )		Sophomore	( )		Registrar's Office	( )
	Summer	( )		Junior	( )		Summer & Special Programs	( )
				Senior	( )		UWW	( )

In signing this application for a tuition grant, I am requesting assistance for myself, spouse, or qualified domestic partner, or I am certifying that the above individual is my legal dependent for the year enrolled under the IRS tax code, 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