



Tuition Assistance Application

- Instructions:**
1. Complete application for admission - <https://admissions.lander.edu/apply/>
 2. Register for classes - Contact [Office of the Registrar](#) for assistance
 3. Complete Tuition Assistance Application with appropriate signatures and return to Office of Human Resources prior to beginning of the semester in which the course will be taken.

For more information, please see the Lander University [Tuition Assistance Policy](#).

Name: _____ L Number: _____
 Department: _____ Campus Phone Number: _____
 Title of Position: _____ Employment Date: _____

ENROLLMENT INFORMATION

I. Academic Term: Fall 20__ Spring 20__ Summer 20__

II. Tuition assistance may be provided for no more than six credit hours per academic term per employee.

Course Title: _____ Semester Hours: _____
 Course No.: _____

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 Course No.: _____

III. NOTE: Lander University will coordinate tuition assistance with other educational or scholarship funds the student receives. The combination of tuition assistance, grants, and scholarships shall not exceed the cost of the tuition and fees for the approved course(s). In the event that grants and scholarships meet or exceed those costs, tuition assistance may not be awarded.

IV. Will any courses be taken during work hours? Yes No

If yes, how do you plan to make up time missed?

V. Employee Statement: Since the class(es) requested may or may not be available at the time of actual registration, I will discuss any change in classes with my supervisor and will submit a revised tuition assistance form indicating the changes in course or time. I also understand, in the event that I withdraw from or fail the course(s) taken, I will make arrangements to reimburse the institution for the cost of tuition assistance granted within 30 days. Failure to reimburse these costs will result in wage garnishment or other appropriate deductions from any compensation due to me.

 Employee Signature _____ Date _____

VI. Approval:

 Supervisor _____ Date _____

 Office of Human Resources _____ Date _____