FORT HAYS STATE UNIVERSITY
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TUITION ASSISTANCE PROGRAM
DEPENDENT APPLICATION

EMPLOYEE INFORMATION

Last Name (PLEASE PRINT) | First Name | Middle Initial | Employee ID

STUDENT INFORMATION

Last Name (PLEASE PRINT) | First Name | Middle Initial | Date of Birth

Fall _____ Year or Spring _____ Year | FHSU Student ID (8 digit) | Telephone Number (Day)

(SEPARATE APPLICATION REQUIRED FOR EACH SEMESTER)

PROGRAM GUIDELINES *(continued on following page)*

Dependent –an unmarried natural child, adopted child, stepchild or legal ward of an eligible employee under the age of 25 on the first official day of classes of the applicable term. The dependent may be claimed as a dependent of the employee for income tax purposes based on IRS guidelines. In the case of legal separation or divorce, a natural or adopted child or legal ward may participate regardless of which parent declares the child as a dependent for income tax purposes. In addition, the dependent must be a high school graduate.

Select One:

- ☐ The dependent is listed on my last federal income tax return. Attached is a copy of the front page of my federal income tax return.
- ☐ The dependent is not listed on my last federal income tax return. Although he/she was eligible to be claimed as a dependent, I chose not to because of his/her income.
- ☐ The dependent is not listed on my last federal income tax return because he/she is listed on the other parent's tax return.

APPLICATION DEADLINES	
Fall Semester	First Friday in August at 4:30 pm
Spring Semester	First Friday in December at 4:30 pm

Return completed form to:

FHSU Human Resources Office ~ Sheridan Hall Room 110 ~ 600 Park Street ~ Hays, KS 67601 ~ Office: (785) 628-4462 ~ Fax: (785) 628-4006

AFFIRMATION

I affirm that the facts set forth above in my application for tuition assistance are true, correct and complete to the best of my knowledge. I certify that this dependent meets the qualifications as defined above. I understand that I may be required to submit information not requested on this form; that Fort Hays State University may verify any information provided by me in this process. I understand that falsifying information on this application may result in loss of the benefit and possible termination of employment.

Employee Signature | Date | Telephone Number (Day)

DIGITAL SIGNATURE NOT ACCEPTED

VERIFICATION OF EMPLOYMENT

HR OFFICE USE ONLY

This is to certify that the employee named above is employed full-time in a 1.0 FTE budgeted position and meets the length of service requirements to qualify for tuition assistance. This is in accordance with policies and provisions approved by the Kansas Board of Regents.

HR Director | Date | Length of Service _____ Year(s) | % Tuition Assistance

Fort Hays State University reserves the right to modify, adjust or eliminate this program as determined by the President. Fort Hays State University will complete a yearly analysis of this program and provide the same to the Kansas Board of Regents.

Revision 04/2013

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EMPLOYEE TUITION ASSISTANCE PROGRAM
DEPENDENT APPLICATION

PROGRAM GUIDELINES *(continued)*

- Dependent student must be admitted to the university.
- A maximum of 12 undergraduate credit hours of tuition charges per semester is covered. The student will pay all other fees.
- Only fall and spring on-campus courses are included.
- A 2.0 minimum FHSU undergraduate GPA must be maintained.
- Workshop, community education, non-credit, or intersession classes are not included.
- A dependent is not eligible for tuition assistance until the employee has completed at least 36 continuous months of full-time employment or three consecutive academic year contracts in the case of faculty. The levels of tuition assistance associated with longevity are outlined below:

Length of Employment with FHSU	Percentage of Tuition Assistance
Following 3 years of employment	20%
Following 4 years of employment	40%
Following 5 years of employment	60%
Following 6 years of employment	80%
Following 7 years of employment	100%

Additional program information can be located at http://www.fhsu.edu/personnel/tuition-assistance/.