

Section I - Core Eligibility Requirements

Employee and Course Requirements are posted on the [Tuition Assistance webpage](#).

1. Are you a full-time Wake Tech employee? (?)

2. Have you been employed with Wake Tech for at least one year prior to this application date? (?)

3. Have you contributed to the Foundation's Employee Campaign between July 1 and June 30 of the prior year? (?)

4. Are you in good standing with Human Resources and NOT on a probationary contract? (?)

5. Are you receiving grants and/or scholarships from other sources where the amount received is greater than or equal to the cost of your tuition? (This does not include Student Loans.) (?)

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Section I

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Review &
Submit

Complete

Section II - Applicant Information

First Name

Last Name

Employee ID#

Wake Tech Email

Phone

Employee Type

Job Title

Date Employed

Division or Area

Supervisor Name

Supervisor's Email

You are encouraged to notify your supervisor of your application submission. The Foundation office also does this when the application cycle closes.

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Section III - Education Information

Semester

College/Institution

Accrediting Agency

Must be a regionally accredited institution. Non-credit courses must be sponsored by an appropriate agency.

Education Pursued

? Area of Major or Study

Which specific course(s) are you requesting reimbursement?

Course Number(s), Title(s), & Descriptions 

Start Date

End Date

Number of Credit Hours Planned for this Semester

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Section IV - Tuition Assistance Request and Verification

? Cost of Tuition this Semester

\$ 0.00

Expected total amount of grants and/or scholarships:

Do you expect to receive grants and/or scholarships from other sources?

Yes No

Includes federal (Pell) grants, state grants, institutional grants, and private scholarships.

? Tuition Assistance Amount Requested:

\$ 0.00

- Enter your **actual** estimated tuition reimbursement request (ex: \$ 697.53)
- Up to \$1,000.00 for all types of coursework.
- Assistance is offered **for tuition costs only**. It does not cover other expenses such as books, student fees, etc.

This Request

- Select - 

Benefit to Wake Tech

Please describe how furthering your education in this manner will benefit the college

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Section V – Terms and Conditions

Review

- The Tuition Assistance Committee thoroughly reviews applications, adhering to stated program guidelines and funds availability.
- The program's main focus is on assisting employees with credit-earning curriculum courses.
- Certification and licensure programs are considered *only if* departmental funds are not available. Please check this with your supervisor.
- Requests are ranked by priority:
 - Required for the employee's position
 - Enhance the employee's position
 - Enhance the employee, and are not related to their position

Decisions

- Applicants will be notified by email of approval or denial **within four weeks of the application cycle deadline**.
- Approval emails will contain reimbursement instructions.

Changes

- Any application changes, including after approval, must be immediately updated with the Foundation office. Email new information to Betsy Beard at dlbeaird@waketech.edu.
- Course changes must be submitted to the Foundation office well before the course is completed. Late notification (mid-term or later) of a course change will not be accepted.

Reimbursement

- Eligible employees may apply for Tuition Assistance for each application cycle.
- Award payments are made on a reimbursement basis.
- Grade required to receive tuition reimbursement:
 - **Associates:** C or higher
 - **Undergraduate:** C or higher

- **Graduate:** B or higher
 - **Pass/Fail:** Course result, accompanied by a copy of the institution's grading policy
 - **Certification / Licensure / Ungraded:** Accompanied by documentation of successful completion
- Submit within **60 calendar days** of course completion:
 - An official copy of course grade(s)
 - Proof of tuition cost and payment
 - If unused, grants do not carry over to another semester
 - Recipients who voluntarily terminate employment at Wake Tech within one year of receiving tuition assistance must refund the Foundation for the total amount received during the last one year period.

I have read, understand, and agree to the terms and conditions of the Wake Tech Foundation Tuition Assistance Program:

- Yes**
- No**

Signature

Today's Date

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Preview