

TUITION ASSISTANCE APPLICATION



PLEASE NOTE: All Tuition Assistance applications must be submitted online.
Paper print-outs will not be accepted.

1. APPLICANT INFORMATION

Is this your first time applying for Tuition Assistance?: *

Yes No

Semester: *

First Name: *

Last Name: *

Employee ID#: *

Wake Tech Email: *

Phone: *

Date Employed: *

Employee Type: *

Job Title: *

Division or Area: *

Supervisor's Email: *

2. DEGREE/COURSE INFORMATION

College/Institution: *

NOTE: Employees planning to enroll in a single Wake Tech course only need to submit a Tuition Waiver form. Employees planning to enroll in multiple Wake Tech courses must submit a Tuition Waiver form in addition to a Tuition Assistance application. (Wake Tech Form 813, aka Verification of Registration Fee or Tuition Waiver Form, can be found on Eagle's Nest.)

Accrediting Agency: *

Other Accrediting Agency:

If you answered "Other" to the previous question.

Degree Pursued: *

Other Degree or Certification:

Area of Major: *

Current GPA:

If you are unsure which courses you plan to enroll in during the specified date range, please consult with your advisor or previous catalogs to make an educated guess. You can update your course info with the Foundation office once you register. The Tuition Assistance program cannot offer reimbursement for dropped courses, courses graded below a "C" (for undergraduate courses) or courses graded below a "B" (for graduate and doctorate level courses). Applicants are not required to enter information for all enrolled courses; only the courses for which you will be requesting reimbursement.

Course Number(s) & Title(s): *

Course Descriptions: *

Start Date: *

End Date: *

Number of Credit Hours Planned for this Semester: *

Number of Credit hours Completed:

Number of Credit Hours Remaining in Program:

3. TUITION REQUEST AND VERIFICATION

Cost of Tuition this Semster: * \$

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.

Total amount of grants and/or scholarships expected for this semester: \$

Applicants receiving other grants and/or scholarships from other sources in an amount greater than or equal to the cost of their tuition are not eligible to receive Tuition Assistance. (This does not include student loans.)

Tuition Assistance Amount Requested: * \$

Max. request amounts = \$500 for coursework (undergraduate, masters and doctorate) and \$300 per semester for licenses and certifications.

This Request: *

Benefit to Wake Tech: *

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

Verification and Signature

PLEASE REVIEW THE FOLLOWING TERMS AND CONDITIONS:

1. Applicants must be full-time annual employees of Wake Tech and have been so employed for at least one year.
2. To be considered for a grant, an applicant must have contributed to the Employee Campaign in the prior academic/fiscal year.
3. Employees that are on a probationary contract will not be eligible for tuition assistance.
4. Grants are awarded on a competitive basis and are reimbursements in amounts up to \$500 per semester for coursework (undergraduate, masters and doctorate) and up to \$300 per semester for licensure and certifications.
5. Priority will be given first to requests which are required for the employee's position, then to those which enhance the employee's position, and finally to those which enhance the employee and are not related to their position.
6. Applications are reviewed by a committee consisting of the Executive Vice President of the college, SVP of Curriculum Education, SVP of Continuing Education, Dean of Institutional Effectiveness, and representatives from the Faculty Association and Staff Council. The selection process is facilitated by the Foundation Program Manager.
7. Award payments are made on a reimbursement basis. Employees are eligible to receive Tuition Assistance three times a year; contingent on meeting all stated requirements.
8. Course grade(s) and proof of tuition cost and payment must be submitted to the Foundation within 60 calendar days from the date of course completion office in order to receive tuition reimbursement.
9. Tuition assistance is offered for tuition costs only. Student fees will not be included in reimbursement amount.
10. Employees receiving grants and/or scholarships from other sources in an amount greater than or equal to the cost of tuition, or on educational leave with pay, are not eligible to receive Tuition Assistance.
11. Credit courses must be offered by a regionally accredited institution. Non-credit courses must be sponsored by an appropriate agency.
12. A grade of "C" or better on an undergraduate course or a grade of "B" or better on a graduate course must be made in order to receive funding. For ungraded courses or certifications, the employee must provide documentation clearly indicating successful completion.
13. Employees receiving grants and/or scholarships from other sources in an amount greater than or equal to the cost of tuition, or on educational leave with pay, are not eligible to receive Tuition Assistance.
14. Employees attending Wake Tech Tuition Assistance may be requested for Wake Tech courses beyond those which are covered by the Tuition Waiver benefit.
15. Grants approved in one semester, if unused, will not carry over into the following semester.
16. Recipients who voluntarily terminate employment at Wake Technical Community College within one year of receiving tuition assistance will be expected to refund the Foundation for the amount received during the last one-year period.
17. Any previous grant(s) of tuition assistance in no way implies additional grants will be awarded in the future.
18. Applicants are encouraged to notify their supervisor prior to the submission of a Tuition Assistance application.

I have read, understand, and will abide by the terms and conditions of the Wake Tech Foundation Tuition Assistance Program: *

Yes No

Signature: *