

PLEASE NOTE: All Tuition Assistance applications must be submitted online.

Paper print-outs will not be accepted.

1 2 3 4 5 6 7 8

Section I Section II Section IV Section V Section V Review & Complete Submit

Section I - Key Terms and Conditions

For Wake Tech Courses: If you are

- Enrolling in only one (not self-supporting) Wake Tech course this semester:
 - DO NOT SUBMIT this application
 - Instead, use the college's *Tuition Exemption benefit application
 (https://go.waketech.edu/forms/Downloadable%20Forms/813_BPR_EmployerTuitionSponsorship.docx)
 [more info on Exemption Benefit... (https://go.waketech.edu/employee/er/eh/Pages/Tuition-Exemption.aspx)]
- Enrolling in *multiple and/or a self-supporting* Wake Tech course(s) this semester:
 - First, use the college's *Tuition Exemption benefit application
 (https://go.waketech.edu/forms/Downloadable%20Forms/813_BPR_EmployerTuitionSponsorship.docx)
 [more info on Exemption Benefit... (https://go.waketech.edu/employee/er/eh/Pages/Tuition-Exemption.aspx)]
 - Then, SUBMIT this application for Wake Tech courses not covered by the

college's benefit

*Please note: The Tuition Exemption benefit is NOT administered by the Foundation. This information is provided as a courtesy.

Priority: The main focus of this program is to assist employees with credit-earning curriculum courses.

For assistance with the required certification and licensure programs, please first contact your supervisor regarding departmental professional development funds.

Requests are awarded by priority:

- 1. Required for the employee's position
- 2. Enhance the employee's position
- 3. Enhance the employee and are not related to their position

Approval: Approved Tuition Assistance grants do not imply additional grants will be awarded in the future. A new application must be submitted for each semester.

Reset

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1 2 3 5 6 7 8 4 Section I Section II Section III Section IV Section V Section VI Review & Complete Submit **Section II - Core Eligibility Requirements** Applicants must provide the appropriate response to the following 5 questions for consideration of Tuition Assistance. 1. Are you a full-time Wake Tech employee? ? * - Select -2. Have you been employed with Wake Tech for at least one year prior to this application date? (?) * Select -3. Have you contributed to the Foundation's Employee Campaign between July 1 and June 30 of the prior year? ? *

- Select -

-		n other sources where the amount
ved is greater ent Loans.) ?	than or equal to the cost of your *	tuition? (This does not include
- Select -		
	< Previous Page	Proceed to Next Page >>



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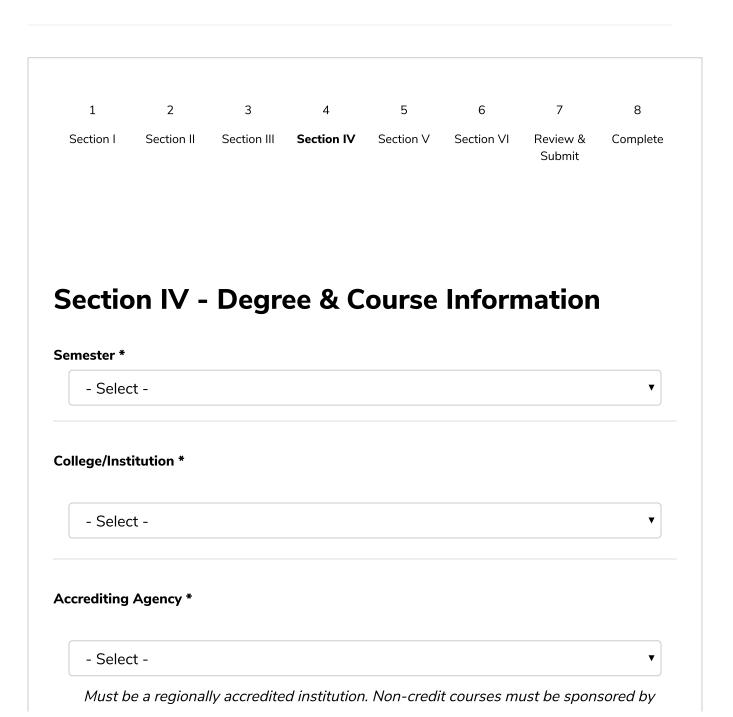
1 2 3 4 5 6 7 8 Section I Section II Section III Section IV Section V Section VI Review & Complete Submit **Section III - Applicant Information** First Name * Last Name * **Employee ID#*** Wake Tech Email *

nployee Type *		
- Select -		
b Title *		
ate Employed *		
ivision or Area *		
pervisor Name	*	
upervisor Name	*	
upervisor Name		
upervisor's Ema		ission.
upervisor's Ema	il *	ission.

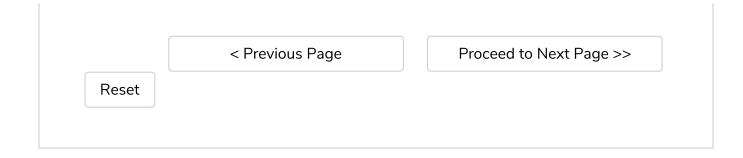


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Degree Pursue	*	
- Select -		•
? Area of Maj	r*	
	course(s) are you requesting re	eimbursement?
ourse Number	s), Title(s), & Descriptions ? *	
tart Date *		
nd Date *		
Vake Tech co	rse(s): if also using the college'	s Tuition Exemption benefit, include th
ourse inform	tion covered by the college.	
Vake Tech Cou	se Number(s) & Title(s) ?	





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1 2 3 5 6 7 8 4 Section I Section II Section III Section IV Section V Section VI Review & Complete Submit **Section V - Tuition 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? *

Includes federal (Pall) exents state exents institutional exents and private

O Yes

O No

	nce Amount Requested: *	
\$ 0.00		
• <i>Up to</i> \$	5500.00 for undergraduate, grad	uate, and doctorate coursework
• Up to \$	300.00 for certifications and lice	ensure
	nce is offered for tuition costs c books, student fees, etc.	only. It does not cover other expenses
Request * - Select -		
- Select -		
efit to Wake To	ech *	
	be how furthering vour educatio	n in this manner will benefit the colleg
Please descri	3 /	
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1 2 3 5 6 7 8 4 Section I Section II Section III Section IV Section V Section VI Review & Complete Submit

Section VI – Other Terms and Conditions

Review

• Applications are thoroughly reviewed by the Tuition Assistance Committee. The process is facilitated by the Foundation Tuition Assistance Program Manager.

Changes

- Any application changes, including after approval, must be immediately updated with the Foundation office. Email new information to Betsy Beaird at dlbeaird@waketech.edu (mailto: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

Eligib	
• Awaı	d payments are made on a reimbursement basis.
• Grad	e required to receive tuition reimbursement:
0	Undergraduate: "C" or higher
0	Graduate: "B" or higher
0	Ungraded courses/certifications: provide documentation proving successful completion
• Subn	nit within 60 calendar days of course completion:
0	An official copy of course grade(s)
0	Proof of tuition cost and payment
1.0	
	used, grants do not carry over to another semester pients who voluntarily terminate employment at Wake Tech within one year of
	ving tuition assistance must refund the Foundation for the total amount received g the last one year period.
durin I have re Foundati	-
I have re Foundate Yes	g the last one year period. ad, understand, and agree to the terms and conditions of the Wake Tech
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