



# Tuition Assistance Application

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
<b>Section I</b>	Section II	Section III	Section IV	Section V	Section VI	Review & Submit	Complete

## 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](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](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.

**I have read, understand, and agree with this information. \***

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## 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 -

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

- Select - ▼

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**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.)** (?) \*

- Select - ▼

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## Section III - 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 \***

*Applicants are encouraged to notify their supervisor of application submission.*

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## Section IV - Degree & Course Information

**Semester \***

**College/Institution \***

**Accrediting Agency \***

*Must be a regionally accredited institution. Non-credit courses must be sponsored by*

*an appropriate agency.*

**Degree Pursued \***

**? Area of Major \***

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**Which specific course(s) are you requesting reimbursement?**

**Course Number(s), Title(s), & Descriptions ? \***

**Start Date \***

**End Date \***

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**Wake Tech course(s): if also using the college's Tuition Exemption benefit, include the course information covered by the college.**

**Wake Tech Course Number(s) & Title(s) ?**

**Number of Credit Hours Planned for this Semester \***



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## 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? \***

Yes  No

*Includes federal (Pell) grants, state grants, institutional grants, and private*

*includes federal (PEI) grants, state grants, institutional grants, and private scholarships.*

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**? Tuition Assistance Amount Requested: \***

\$ 0.00

- *Up to \$500.00 for undergraduate, graduate, and doctorate coursework*
- *Up to \$300.00 for certifications and licensure*
- *Assistance is offered **for tuition costs only**. It does not cover other expenses such as books, student fees, etc.*

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**This Request \***

- Select -

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**Benefit to Wake Tech \***

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

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## 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 Beard at [dlbeaird@waketech.edu](mailto: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

- 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:
  - Undergraduate: "C" or higher
  - Graduate: "B" or higher
  - Ungraded courses/certifications: provide documentation proving 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

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**Signature \***

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**Today's Date \***

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