

**Tuition Assistance Application**

Name \_\_\_\_\_ KU Student ID \_\_\_\_\_  
 Department \_\_\_\_\_ Position Title \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Campus Phone \_\_\_\_\_

This program is available to University Support Staff and Unclassified Professional Staff appointed to a regular, 50% or greater appointment with six months of service by the start of classes. Faculty and Academic Staff who do not have a doctorate or those with a doctorate needing a class for credit for licensure, certification or a related purpose may be eligible. Lecturers with recurring academic-year appointments also may be considered for this program. For information on covered classes and program guidelines go to <https://documents.ku.edu/policies/hreo/TuitionAssistance.htm>.

**Education** (check one):

Undergraduate \_\_\_\_\_ Hours Completed \_\_\_\_\_  
 Graduate \_\_\_\_\_ Hours Completed \_\_\_\_\_

Please indicate any degree(s) completed \_\_\_\_\_

What degree, if any, are you seeking? \_\_\_\_\_

Please list your most recent GPA\* \_\_\_\_\_ (N/A for first time students)

\*To remain eligible for future tuition assistance awards, you need to achieve a C (2.0) for undergraduate programs and a B (3.0) for graduate programs.

Please indicate the course you would like to take (example: HIST 101). If you are uncertain as to whether or not you can enroll in a particular course, please also list an alternate course. Courses should generally be those that meet on set days and times as published in the Schedule of Classes. If you are not able to enroll in either course listed below, contact HR/EO to provide your updated course information.

Semester you plan to enroll? (check one): Fall  Spring  Summer

**Preferred**  
 Course: \_\_\_\_\_  
 (Example: ACCT 200)  
 Title: \_\_\_\_\_  
 (Example: Financial Accounting)

**Alternate**  
 Course: \_\_\_\_\_  
 (Example: ACCT 200)  
 Title: \_\_\_\_\_  
 (Example: Financial Accounting)

Credit Hours: \_\_\_\_\_  
 KU – Lawrence Campus  
 KU – Edwards Campus  
 Other: \_\_\_\_\_

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 Other: \_\_\_\_\_

I have  have not  received tuition assistance previously under this program.

List semester(s) when assistance was received \_\_\_\_\_

**I endorse this request. Supervisor's Signature** \_\_\_\_\_

I agree to reimburse the University for my award in the event it becomes necessary to withdraw from my class. I understand that adjustments to tuition are necessary when a class is not dropped before the first day of classes. If it becomes necessary to withdraw later in the semester I will be charged for a portion or all of the lost tuition. Should I end employment with the University before the end of the semester, I understand that my award may be cancelled and I may be expected to pay for the cost of the class. I also acknowledge that future awards are contingent upon verification of grade or receipt of credit by the time classes start for the next participating semester, unless otherwise waived by HR/EO.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit the following along with your completed application to Human Resources / Equal Opportunity, 103 Carruth-O'Leary Hall:**

1. A brief statement explaining how this educational experience will benefit you and the university. If not doing course work at KU explain why. **Statement required each time you apply.**
2. Provide a short statement from your supervisor showing his/her support. **Statement required each time you apply.**
3. If you are applying for the first time, please submit a copy of a transcript or an ARTS form for any prior college course work. Official transcripts are not required.
4. If you are re-applying for assistance, remember to provide a verification of grades for any prior courses completed through the tuition assistance program.

**Application Deadlines:**

Fall - 5:00 pm, first Friday in July  
Spring - 5:00 pm, first Friday in November  
Summer - 5:00 pm, first Friday in April

**Admission Information:**

Receiving a tuition assistance award does not guarantee admission to the University of Kansas. Making application for admission is the student's responsibility. To obtain an application for undergraduate admission call (785)864-3911 or apply online at <http://www.admissions.ku.edu>. For information on graduate degree programs, contact Graduate Studies at <http://www.rgs.ku.edu/>. Special students (those not seeking a degree or only taking courses for personal development) must also apply or reapply for admission.

**Required Campus Fees:**

To obtain the KU campus fee waiver, submit the Staff & Dependent Rates to the University Registrar, 151 Strong Hall. This form can be obtained online at [http://www.registrar.ku.edu/pdf/StaffRates\\_updated2011.pdf](http://www.registrar.ku.edu/pdf/StaffRates_updated2011.pdf) or by calling (785) 864-4423.

**Adjustment Process:**

If you find it necessary to withdraw from a class, first consult the Office of University Registrar at (785) 864-4423 for information about tuition adjustments, then notify HR/EO.

**Department of Human Resources & Equal Opportunity**