



## Classified Staff Council Tuition Benefit/Assistance Application



### Applicant Information

Name: \_\_\_\_\_ MUID#: \_\_\_\_\_  
 Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Campus E-mail: \_\_\_\_\_ Date Employed at MU: \_\_\_\_\_  
 Cumulative GPA: \_\_\_\_\_

Employee Status:                  Full-time Permanent                  Part-time Permanent/Benefits Eligible  
 Current Classification:              Undergraduate                  Graduate (Eligible for e-course funds only)

Do you have more than 90 undergraduate hours completed, or more than 18 graduate hours completed? \_\_\_\_\_  
     If yes, I have attached a Plan of Study per Tuition Benefit Guidelines                  Yes                  No

Fee Classification:                  WV Resident                  Out-of-State                  Metro  
 Will you accept partial funding if available?                  Yes                  No

### Course Information

Semester Applying For:                  \_\_\_\_\_ FALL                  \_\_\_\_\_ SPRING                  \_\_\_\_\_ SUMMER  
   Year                  Year                  Year & Session

**(Please be aware that there are a very limited number of E-course funds available each term)**

<u>Course(s) Requested:</u>					<u>Class Location:</u>	
CRN: _____	SUBJ: _____	CRSE#: _____	SEC: _____	CREDIT HRS: _____	On Campus	E-Course
CRN: _____	SUBJ: _____	CRSE#: _____	SEC: _____	CREDIT HRS: _____	On Campus	E-Course
CRN: _____	SUBJ: _____	CRSE#: _____	SEC: _____	CREDIT HRS: _____	On Campus	E-Course

I understand it is my responsibility to submit all information needed (**Application, FAFSA and a Plan of Study if applicable per Tuition Benefit Guidelines**) and failure to do so will result in my application being returned for correction, time permitting. By signing this application I agree to abide by the terms of the Classified Staff Council Tuition Benefit/Assistance Program.

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

Full-time regular-status employees may take up to 5 hours per week release time to attend class per the Classified Staff Handbook. If the class you have indicated is scheduled during your regular work schedule, your **Supervisor's signature** is required below.  
 Part-time permanent employees **are not** eligible to take classes during their regularly scheduled work hours.

\_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor's Signature