



# EMPLOYEE APPLICATION FOR TUITION ASSISTANCE

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Plant Name: \_\_\_\_\_ Location: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Hire date: \_\_\_\_\_

Name and Location of College: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Goal: Certificate  Associate Degree  Bachelor's Degree  Master's Degree

This study will improve/expand:  Skills needed in current job  Skills needed for future job

How will this study benefit you and Mohawk? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application for Term Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Approximate # of credits/term: \_\_\_\_\_

Please estimate your costs per semester:

Tuition: \_\_\_\_\_ Fees: \_\_\_\_\_ Books: \_\_\_\_\_

How many semesters/quarters will you attend annually? \_\_\_\_\_ Estimated annual costs: \_\_\_\_\_

Number of completed college credits: \_\_\_\_\_ Cumulative Grade Point Average: \_\_\_\_\_

In order to receive tuition assistance, make sure you have completed the following:

- This application form turned into your Human Resources office before start of semester/term.
- Receipt of a recommendation form by HR from your department manager (from business unit head for graduate assistance) indicating that you have no active written corrective actions and that they approve you for Mohawk tuition assistance.
- Results of financial aid application to college. Grant monies subtracted from Mohawk funding.
- Receipts showing credits enrolled in and payment amounts for tuition, fees, and books.
- Copy of grades turned in at end of semester; payment occurs at this time if grades meet standard (C average for undergraduate work, B average for graduate work).

**By signing this form, I commit that all the information provided is correct and truthful. I also authorize the college I am enrolled in to release information to Mohawk Human Resource representatives to verify my enrollment, financial aid, payment, and grade information.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date