



**Employee Tuition Benefit (ETB)  
FOR GRADUATES  
Fall 2016/Spring 2017**

- Admission as a student to Samford University through the Admissions Office is required prior to registration for any class and for receipt of ETB.
- Registration through Student Records is required prior to class attendance each term.
- Each term, an Employee Tuition Benefit (ETB) form must be completed and returned to The Office of Financial Aid (Samford Hall) no later than two weeks prior to the beginning of each term.
- Advise The Office of Financial Aid of any financial assistance from other sources.
- Advise the Office of Financial Aid of any change in your enrollment status that is different from what you indicate below.

Employee's Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Employee's Department: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Anticipated Hours for Fall 2016 \_\_\_\_\_ Anticipated Hours for Spring 2017 \_\_\_\_\_

Is Student working towards a degree:  Yes  No

If no, explain why student is taking classes: \_\_\_\_\_

Level of Degree: \_\_\_\_\_

\*Doctoral programs are not eligible for ETB

**1. Certification By Employee**

As a full-time employee of Samford University, I certify that I am the student named above. I further certify that I have read, understand, and agree to abide by the ETB Policy as approved by the Trustees of Samford University.

Employment Status:  full-time employee  retiree

Have you received a graduate degree from Samford University utilizing the Employment Tuition Benefit?  
 Yes  No

\_\_\_\_\_  
Employee's Signature Date

**2. Certification By Employee's Supervisor (If this ETB request is for an employee)**

I am aware of this employee's plans to attend classes and confirm that the courses for which the employee is enrolled are beneficial to their job at Samford.

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

**3. Certification of Full-time Employment (To be completed by The Office of Financial Aid)**

\_\_\_\_\_  
Employee's Service Date    FA Representative    Date    100%    75%    50%