



Employee Tuition Benefit (ETB)

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.

Students Name: _____ Student ID: _____

Employee's Name: _____ Employee ID: _____

Anticipated Graduate Date: _____

Anticipated Hours for Fall 2016 _____ Anticipated Hours for Spring 2017 _____

Housing Status (dependent only): On-campus Off-campus Not applicable

Is Student working towards a degree: Yes No

If no, explain why student is taking classes: _____

1. Certification By Employee

As a full-time employee of Samford University, I certify that the student named above is myself or either my spouse, or dependent that may be claimed for federal income tax purposes. I further certify that I (and my dependent or spouse – if applicable) 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

Has this student received an undergraduate degree from Samford University utilizing the Employment Tuition Benefit? Yes No

Employee's Signature

Date

Student'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%