



**Employee Tuition Benefit (ETB)
FOR GRADUATES
Fall 2015/Spring 2016**

- 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 2015 _____ Anticipated Hours for Spring 2016 _____

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 _____
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%