

# HR The Office of Human Resources at Dartmouth College

7 Lebanon Street • Suite 203 • Hanover • New Hampshire • 03755-2112

- TO:  Carole Webber, MALS – HB 6092 / 646-3592  
 Wanda Kenison, CECS – HB 7252 / 650-1757  
 Ruth Dube, Graduate Studies – HB 6062 / 646-2106  
 Tessa Hill, Special Community Student Programs – HB 6003 / 646-9122  
 Daryl Laware, Thayer School – HB 8000 / 646-3801

FROM: HR Professional Development

RE: Employee Status Verification for Grant-In-Aid Benefits

Term: \_\_\_\_\_

Employee: \_\_\_\_\_ ID# \_\_\_\_\_

Student: \_\_\_\_\_ *(if different from employee)*

*This section to be completed by HR.*

Hire Date: \_\_\_\_\_ FTE: \_\_\_\_\_%

Status: Faculty\_\_\_ Exempt\_\_\_ Non-Exempt\_\_\_ Service\_\_\_

\_\_\_\_\_  
Jennifer Cocklin  
Tuition Program Manager

\_\_\_\_\_  
Date

\*Please submit the form to the attention of Jennifer Cocklin in the Office of Human Resources (HB6042.) The form will then be completed and returned to the appropriate department.