TO: □ Colleen Andrasko, MALS – HB 6092, 646-3592
□ Liz Koelsch, Geisel Education – HB 7252, 646-5641
□ Amy Gallagher, Guarini School of Graduate and Advanced Studies – HB 6062, 646-2106
□ Undergraduate course
□ Graduate course
□ Andrew Ager - HB 6014, 646-2246/ Kevin Ramos-Glew - HB 6016, 646-2875
Special Community Student Programs
□ Julia Abraham Thayer School – HB 8000, 646-0412
□ Undergraduate course
□ Graduate course
□ Stacie Marshall, Tuck School – HB 9000 / 646-9305
□ Mini course
□ Graduate course

FROM: Office of Human Resources

RE: Employee Status Verification for Tuition Grant Benefits

Term: ____________________________

Employee: ____________________________ ID# ______________

Student: ____________________________ (if different than employee)

This section to be completed by HR.

Hire Date: ____________________________ FTE: _________%

Status: Faculty___ Exempt___ Non-Exempt___ Service___

Tuition Program Manager ____________________________ Date____________________

*Please submit the form to the attention of Tuition Program Manager in the Office of Human Resources (HB 6042.) The form will then be completed and returned to the appropriate department.

Dec 2023