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 - Dartmouth Staff taking Undergraduate Courses, HB 6014, 646-2246

Supervisor’s Approval________________________________________________________

☐ 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___

__________________________________________ Date

Tuition Program Manager

*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.