

Employee Status Verification for Tuition Grant Benefits

Complete sections 1 and 2, then send the form to the Benefits Office at Human.Resources.Benefits@dartmouth.edu or HB 6042. The Benefits Office will complete the HR section and return the form to the office you select.

1. About the employee

Term			
Employee name		ID#	
Student name	(only if different than the employee)		

2. Where should this form go?

Select one office. If the office handles more than one course type, also select the course type.

☐ **MALS:** Colleen Andrasko, MALS, HB 6092, (603) 646-3592 (Staff accepted into the MALS degree program)

☐ **Geisel MPH & MS Programs:** Liz Koelsch, HB 7010, (603) 646-5641 (HSE and PH graduate courses)

☐ **Guarini School of Graduate and Advanced Studies:** Amy Gallagher, HB 6062, (603) 646-2106

☐ Undergraduate course (for staff holding a Bachelor's degree or higher) ☐ Graduate course

☐ **Andrew Ager:** HB 6014, (603) 646-2246 (Staff with no Bachelor's degree taking undergraduate courses)

Supervisor's approval (signature) _____

☐ **Thayer School:** Julia Abraham, HB 8000, (603) 646-3801

☐ Undergraduate ENGS course (for staff holding a Bachelor's degree or higher) ☐ Graduate course

☐ **Tuck School:** Stacie Marshall, HB 9000, (603) 646-9305 (MBA, MHA, and MHCDs courses)

For HR use only

Hire date _____ FTE _____ %

Status ☐ Faculty ☐ Exempt ☐ Non-Exempt ☐ Service

Tuition Program Manager

Date

Please submit the form to the Benefits Office in the Office of Human Resources (HB 6042) or Human.Resources.Benefits@dartmouth.edu. The form will then be completed and returned to the appropriate department.