PSU SPOUSE TUITION ASSISTANCE APPLICATION
Refer to the PSU Spouse Tuition Assistance Program Effective Fall, 2006.
Applicants must complete a new application each semester to be considered for the program

Employee Information:

Name: _____

ID: _____ **Campus Phone:** _____

Department: _____

E-mail address: _____

Spouse Information:

Spouse Name: _____

ID: _____

Possible Form to provide Proof of Relations (only need to be submitted once) *Marriage Certificate*

Check only 1 semester per application
    Fall Semester   _____
    Spring Semester   _____
    Summer Semester   _____

Are you currently married to applicant as of the 1ˢᵗ day of classes for this semester? _____ Yes _____ No

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To be Completed by the Spouse Applying for the Tuition Waiver

Have you been admitted to Pittsburg State University? _____ Yes _____ No

Are you seeking an undergraduate degree from PSU? _____ Yes _____ No

Are you seeking a graduate degree from PSU? _____ Yes _____ No

Please list the courses you will enroll in (maximum of 6 credit hours). List them in the order to be considered for payment.

Course designation (example: HIST 101)	Credit Hours	Estimated Tuition
1._____	_____	_____
2._____	_____	_____

I have read and agree to the provisions of this program. By signing this application, I authorize HRS to check my grades at the end of the semester.

Spouse's signature: _____ Date: _____

To be Completed by the Employee

I have read and agree to the provisions of this program. The information on this application is complete and accurate to the best of my knowledge, and I certify that the individual listed meets the requirements for the tuition assistance program. Any attempt by me to knowingly enroll an individual which does not meet the requirements will be considered fraud and will be subject to penalties as prescribed by law.

Employee's signature: _____ Date: _____

Important Tax Information: *Pursuant to IRS code, section 127, tuition assistance is considered in some circumstances as taxable income and must be reported as such on an employee's annual W-2 form. Individuals with at least a baccalaureate degree may be subject to taxes for their tuition assistance award depending upon the level of coursework and academic program. Recipients who have not yet obtained a baccalaureate degree are not affected by this provision.*

HRS USE ONLY:

Employee Length of Service Date: _____

GPA Previous Semester under Tuition Assistance _____

Tuition Assistance _____ Not Approved _____ Approved

Semester of Application: _____

Employee Length of Service as of 1ˢᵗ day fall semester _____

Proof of Relation Rec'd/Verified: _____ Yes _____ No

Signature_____ Date _____

cc: Employee