

## TUITION ASSISTANCE ELIGIBILITY VERIFICATION FORM

Use this form to request general verification of tuition assistance eligibility. Verification is based on your self-reported information and is not a guarantee of payment. Read the tuition guidelines carefully to understand all the criteria that must be met for tuition assistance. After you enroll in your class(es), complete all items below and submit this form to the Tuition Assistance office. A response will be mailed to you within 4 weeks. **Do not use this form for Advancement/Reimbursement requests (see below).**

### Staff Member Information

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_, \_\_\_\_\_

Employee ID #: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Job Title: \_\_\_\_\_

Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Status:  Full-time  Flex Full-time  Job Share  Regular Part-time

Union Employee:  Yes  No

Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Information

Relationship:  
 Self  
 Spouse\*  
 Domestic Partner Adult\*  
 Dependent Child\*  
 Dependent Domestic Partner Child\*

Dependent Information:  
 Student Name: \_\_\_\_\_  
 Student Social Security #: \_\_\_\_\_  
 Student Birth Date: \_\_\_\_\_

Does this student hold a bachelor's degree from any institution?  Yes  No

\*Refer to the tuition guidelines on Infonet (<http://benefits.infonet.upmc.com>) for eligible dependent definition.

### Course Information

Institution/Exam: \_\_\_\_\_  
 Major: \_\_\_\_\_  
 Degree Program:  AA/AS  BA/BS  MA/MS  PhD.  
 Semester:  Fall  Spring  Summer  
 Class Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Class End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Enrollment Status:  Full-time Student  Part-time Student  
 Credits: \_\_\_\_\_ (12 credits minimum for dependent child)  
 Type of Course:  Degree Program  
 Certification Exam  
 Non-credit Course  
 Non-degree, Credit Course

### Eligibility Verification - Office Use Only

Eligible for up to maximum of \$\_\_\_\_\_ per academic year. To calculate your amount remaining, subtract any tuition assistance received for this academic year from the maximum.

Employee Service Center: \_\_\_\_  
 \_\_\_\_/\_\_\_\_/\_\_\_\_

Not Eligible

- Incomplete Verification Form
- Major/course subject must be related to a position at UPMC
- Class must start on or after your eligibility date
- You must work for UPMC for 1 year to be eligible for the dependent tuition benefit
- Dependents cannot previously have earned a bachelor's degree
- Dependents must attend the Univ. of Pittsburgh, a community college, or approved health related technical school program
- Other: \_\_\_\_\_
- Ineligible institution
- You are not in an active, eligible job status
- Dependent child must maintain a minimum of 12 credits

**To apply for Tuition Advancement or Reimbursement:** Each term, print a Tuition Assistance Request Form from the UPMC Infonet. Submit it to the Tuition Assistance office with the required documentation at the beginning of the term for advancement or at the end of the term for reimbursement. A review of the actual documentation and specific information of the submission will determine exact eligible payment amounts as additional criteria are reviewed at that time including: dependent status, successful completion, available maximum, employee's job status, timely submission, proof of payment, and non-repayable 3<sup>rd</sup> party payments.