

LEWIS & CLARK COLLEGE
APPLICATION FOR REIMBURSEMENT OF TUITION EXPENSE
FOR A SPOUSE OR DEPENDENT ATTENDING ANOTHER INSTITUTION

ELIGIBILITY

The College will pay tuition charges for undergraduate students at another accredited institution of higher education up to \$5,000 per academic year, upon submission of receipts or other proof of tuition payments for an eligible employee's spouse or dependent. Request for reimbursement must be submitted during the fiscal year (June 1 through May 31) in which they occur. Late submissions will be denied. The employee may request different amounts from year to year, and extend the number of years beyond four to an accumulated lifetime maximum of \$20,000 for each dependent or spouse.

PLEASE COMPLETE THIS FORM. THE INFORMATION REQUESTED BELOW
WILL DETERMINE ELIGIBILITY FOR THIS EMPLOYEE BENEFIT.

FACULTY/STAFF NAME _____ ID # _____
PRESENT POSITION _____ FTE: _____
CAMPUS PHONE _____ CAMPUS MSC BOX _____
DATE OF EMPLOYMENT _____
STREET ADDRESS _____
STUDENT'S NAME _____
RELATIONSHIP TO THE EMPLOYEE _____
STUDENT'S SOCIAL SECURITY NUMBER _____
STUDENT'S DATE OF BIRTH _____

NAME AND FULL ADDRESS OF OTHER INSTITUTION:

IS STUDENT YOUR DEPENDENT AS DEFINED IN THE TUITION ASSISTANCE

PROGRAM POLICY? _____ YES _____ NO

TUITION PER YEAR (NOT INCLUDING FEES): \$ _____

EXPECTED DATE OF GRADUATION _____

Faculty /Staff Signature _____ Date _____

Return Form to Provost Office, Campus Box 37

Tuition Programs Officer _____ Date _____
Signature