

Institution:

- King's College
- College Misericordia
- Wilkes University

This applicant is:

- New at this Institution
- A returning student

**KING'S
COLLEGE**



WILKES-BARRE, PENNSYLVANIA 18711

STATEMENT OF ELIGIBILITY for DEPENDENT TUITION REMISSION

For verification purposes, attach a copy of your most recent income tax return listing your dependents

Employee's Name _____ Relationship to student _____

Employee ID Number _____

Student's Name _____ Social Security # _____ DOB _____ Gender _____

Address _____ City _____ State _____ Zip Code _____

Home Phone (____) _____ Student Email Address _____

Please identify the academic year the student is applying for _____

Please check the semester the student is applying for if they are enrolling at King's College: Spring Fall Summer

Number of Credits Applied For _____ Full Time Student Part Time Student

I acknowledge that FAFSA must be submitted before May 1st preceding the Academic year in which my dependent plans to enroll. I further understand that the individual would be liable for any State Grants if FAFSA is submitted after the deadline.

Signature of King's College Employee

Date

This Statement of Eligibility, when properly endorsed each academic year by the Human Resources and the Financial Aid Departments, confirms that the student named is eligible for the tuition benefit. Applicants must be admissible at the institution of their choice in accordance with regular institutional admission standards and must comply with all of the institution's financial aid policies and procedures. Applicants must also maintain good academic standing and satisfactory academic progress.

FOR HUMAN RESOURCES USE ONLY

Employee's Job Title _____

Eligibility Date _____

Date of Hire _____ Ranking _____

Signature of a Human Resources Representative

Date

Eligibility 20% 40% 60% 80% 100%

FOR FINANCIAL AID USE ONLY

Students credit eligibility ___ 6 (Part Time)

 ___ 18 (Full time)

Signature of Financial Aid Representative

Date

Specific information regarding the tuition benefit is available through the Human Resource and Financial Aid, offices. It is also available via the Internet in the Human Resources Policies and Procedures Manual. Employees are encouraged to read the policy, which includes form deadlines, maximum benefits, fees, etc.