

NORTHWEST FLORIDA STATE COLLEGE EMPLOYEE TUITION BENEFIT COURSE REQUEST

The Employee Tuition Benefit may be used by all full-time employees and their legal dependents to cover the cost of tuition for six semester hours per semester per family member. All recipients of funds must have a minimum grade point average of 2.00. The scholarship does not cover courses that are being repeated which were previously applied against the Employee Tuition Benefit, unless the course(s) are designated in the College Catalog as being multiple credit courses. This covers college credit classes only. Return this form to Human Resources for approval.

Employee: _____ **N#:** _____ **Employee Department:** _____

Location: Niceville Campus FWB Campus Chautauqua Center
 South Walton Campus Hurlburt Center Crestview Campus

List below the individuals in your household who will be using the Employee Tuition Benefit.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>N#</u>

EMPLOYEE SIGNATURE

DATE

APPROVED BY HUMAN RESOURCES

DATE

To encourage educational growth among NWF State College employees receiving college-approved full benefits (i.e. health, life, and retirement), and their dependents, an award of six in-state credit hours per term is available to eligible NWF State College employees and dependents, and to NWF State College retirees who were employees receiving college-approved full benefits. Legal dependents are those as defined by IRS standards. Employees and dependents of eligible NWF State College employees must enroll in college credit, vocational credit, or college preparatory course to qualify for this benefit. Dependents of NWF State College retirees are not eligible for this benefit. A minimum 2.0 cumulative grade point average on a 4.0 grading scale is required in order to receive the tuition benefit. The benefit does not cover lab fees, book or supply costs, courses taken for an audit, or courses that are repeated and were previously charged against the Employee Tuition Benefit. Dependents of deceased employees (who were actively employed at the time of death) are eligible.