

DEPENDENT TUITION DISCOUNT FORM

1. After registration, submit this completed and signed form to the HR/Tuition Program Office on Cocoa Campus either by campus mail or by email to Tuition@easternflorida.edu a minimum of 5 (five) days prior to fee-due date to ensure timely processing.
2. HR will review for eligibility and, if approved, submit to Accounting; the tuition discount will be applied at that time.

Employee Information	Name:	Date:	Term:
	Date of hire:	Employee B number: B	
Employee Job Category	Job Category (choose most appropriate): <input type="checkbox"/> Full-time employee, non-faculty <input type="checkbox"/> Full-time faculty <input type="checkbox"/> Regular part-time employee, non-faculty <input type="checkbox"/> Part-time (adjunct) faculty		
Part-Time Faculty	If PT Faculty, mark your selection for the following: Length of time teaching (select one): Teaching Schedule (select one): <input type="checkbox"/> 6+ semester hours during previous academic year <input type="checkbox"/> Teaching at EFSC during dependent's time of course completion <input type="checkbox"/> Less than 6 semester hours/previous academic year <input type="checkbox"/> Not teaching at EFSC during dependent's time of course completion		
Dependent Information	Name: Relationship to Employee: Dependent B number: B		
Employee Verification	<input type="checkbox"/> I have attached a copy of the most recent Internal Revenue Income Tax Return or a copy of the appropriate court document(s) verifying proof of dependency. By checking the box above and by signing below, I verify that the information given is correct. I will submit this completed electronic form to the HR/Tuition Program Office on Cocoa Campus either in person or by email to Tuition@easternflorida.edu . Signature: _____		
HR Review	Date Received: HR Initial: _____ AVP Initial: _____	HR Notes:	
	Instructions to Accounting	Amount to Discount: \$	