



AURORA UNIVERSITY

**EMPLOYEE TUITION ASSISTANCE**  
*(must be completed each term)*

Employee Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Full time  Part time Campus Location: \_\_\_\_\_

Course Level:  Undergraduate  Graduate Do you intend to Audit this course:  Yes  No

I have completed Financial Aid paperwork for undergraduate courses during this school year  Yes  No

Hours completed: \_\_\_\_\_ Hours needed to complete degree: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Explain how these courses are related to your work and, if appropriate, toward what degree these courses will apply.

| Name of Course | Course No. | Dates of classes: |       | Class Hours | Sem. Hrs. Credits | Tuition Cost |
|----------------|------------|-------------------|-------|-------------|-------------------|--------------|
|                |            | From              | To    |             |                   |              |
| _____          | _____      | _____             | _____ | _____       | _____             | _____        |
| _____          | _____      | _____             | _____ | _____       | _____             | _____        |
| TOTALS         |            |                   |       |             | _____             | _____        |

I have read and understand the Tuition Assistance Policy and I agree to comply with all conditions. I understand that I will be taxed according to IRS guidelines for graduate level coursework.

\_\_\_\_\_  
Employee Signature Date

Comments: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

Comments: Approved \_\_\_\_\_  Taxable  Non-taxable Disapproved \_\_\_\_\_

\_\_\_\_\_  
Human Resources Signature Date

Full Tuition: \_\_\_\_\_ Partial Tuition: \_\_\_\_\_ Employee Cost: \_\_\_\_\_

|               |
|---------------|
| Financial Aid |
|---------------|

\_\_\_\_\_  
Registrar Signature Date

HR/Registrar/Financial Aid Notes:

**\*\*PLEASE NOTE\*\* ALL COPIES MUST BE RETURNED TO THE HUMAN RESOURCES.**  
This form **CANNOT** be processed until registration is completed for the current semester. University billing may occur during the tuition assistance process. Tuition assistance will not be approved unless there is a current Tuition Assistance Request on file. Questions regarding the Tuition Assistance Policy should be directed to Human Resources.