



## Adjunct Faculty Tuition Grant Application

Drury University offers the benefit of tuition remission grants (as defined in Section 117 of the Internal Revenue Code) for undergraduate degree programs for adjunct faculty and their eligible dependents (as defined in Section 152 of the Internal Revenue Code). Tuition grants for the graduate degree programs (as defined in Section 127 of the Internal Revenue Code) are restricted to the use of eligible employees up to the maximum per calendar year. The grant must be used during the semester it is earned. The amount of the grant is determined by the current semester contract. One credit hour of tuition remission is earned for every credit hour taught. All eligible dependents using a tuition grant who have not completed an undergraduate degree are required to complete and process a FAFSA (Free Application for Federal Student Aid). Please see the Adjunct Instructor Handbook for full details.

Application is made to Drury University, Springfield, Missouri, for a tuition grant to be applied to charges for the enrollment shown below in the following semester:

Fall     Spring     Summer    Year \_\_\_\_\_

I am teaching for:     Day School         College of Continuing Professional Studies  
                                    Dual Credit         Graduate School

### Filing process

Adjunct faculty member completes and signs this form for each grant requested. Return the original application to the College of Continuing Professional Studies for processing. Incomplete tuition grant applications will not be processed.

### Adjunct faculty data

Last name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Drury I.D. # \_\_\_\_\_  
 Teaching assignment: Course title \_\_\_\_\_ # of credit hours \_\_\_\_\_  
                                   Course title \_\_\_\_\_ # of credit hours \_\_\_\_\_  
                                   Course title \_\_\_\_\_ # of credit hours \_\_\_\_\_

### Spouse/dependent data

(if applicable)

Last name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Drury I.D. # \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Relationship to faculty:     Spouse         Dependent  
 Is this person under age 24 and will he/she be claimed on your tax return this year?     Yes         No  
 Does he/she have an undergraduate degree?     Yes         No

### Exclusions

Laboratory fees, music lessons, books, tuition for non-credit courses, student teaching fees, graduation fees, health center fees, student fees, orientation fees, other special fees, and room and board fees are excluded. Students are provided a 40% tuition grant for independent study courses.

### This application is to be returned to:

Drury University - CCPS  
 Burnham Hall, Room 103  
 900 North Benton Avenue  
 Springfield, Missouri 65802

Adjunct faculty signature	Date _____
Dean of the College signature	Date _____
Financial Aid signature	Date _____