



**DRURY**  
UNIVERSITY

FOR OFFICE USE ONLY:

HR approved percent of grant \_\_\_\_\_

FA approved number of hours \_\_\_\_\_

FA awarded amount of grant \_\_\_\_\_

## Faculty and Staff Tuition Grant Application

After one year of continuous regular employment, Drury University offers the benefit of tuition remission grants (as defined in Section 117 of the Internal Revenue Code) for undergraduate degree programs to faculty, staff 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. All eligible dependents using a tuition grant who have not completed an undergraduate degree are required to complete a FAFSA (Free Application for Federal Student Aid). Please see the Faculty and Staff Handbooks for full details.

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

Year 20\_\_\_\_ Semester  Fall  Spring  Summer

### Filing process

Faculty or staff completes and signs this form for each grant requested. Return the original application to the Human Resources Department for processing. Incomplete tuition grant applications will not be processed.

### Faculty/staff data

(Must be completed for grant)

Last name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Drury I.D. # \_\_\_\_\_

Do you have an undergraduate degree?  Yes  No Date of regular employment \_\_\_\_\_

### Spouse/dependent data

(if applicable)

Last name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Drury I.D. # \_\_\_\_\_

Relationship to employee  Spouse  Dependent child  Other dependent (describe) \_\_\_\_\_

Does the dependent have an undergraduate degree?  Yes  No Date of birth \_\_\_\_\_

### Exclusions

Laboratory fees, music lessons, books, tuition for non-credit courses, student teaching fees, graduation fees, health center fees, student fees and other special fees are excluded. Certain restrictions and exclusions apply. See faculty and staff handbooks for full details. Graduate degree programs are not extended to spouses or dependents.

This application is to be returned to:

\_\_\_\_\_  
Employee signature Date \_\_\_\_\_

**Drury University**  
**Human Resources Department**  
**Burnham Hall, Room 107**  
**900 North Benton Avenue**  
**Springfield, Missouri 65802**

\_\_\_\_\_  
Department director/chair signature Date \_\_\_\_\_

\_\_\_\_\_  
Human Resources signature Date \_\_\_\_\_