



TERRITORY: KENTUCKY • TENNESSEE • ALABAMA • MISSISSIPPI • NORTHWEST FLORIDA

*Treasury Department*

## **TUITION ASSISTANCE FORM**

Employees who are eligible to receive tuition subsidy are responsible for notifying the school of this benefit at the time of registration. The employee should request that the school send a bill for each semester with the parent's name, child's name, ID number and the billed amount to the conference treasury department for the year in which it occurs. **It is the employee's responsibility to ensure that the school has billed the conference.** The tuition subsidy benefit is as follows:

- K-12 (non-boarding school) - 35%
- K-12 (boarding school) - 70%
- College (Oakwood, SAU, AU, LLU, etc.) - 70%
- Home School - Contact SCC Treasury Department for information.

Please make sure that the request is made in a timely manner, as it poses significant accounting problems for the department when it is not timely and possible non-payment.

### *Eligible Employees:*

We provide assistance to regular, full-time exempt employees for their children enrolled in denominationally owned and operated schools on the elementary, secondary, or liberal arts college level.

### *Students Eligible for Tuition Assistance:*

- A. Unmarried dependent of the employee.
- B. Less than twenty-four years of age unless the student has given compulsory military service, volunteer service for the Church, or has documented medical consideration.
- C. Eligible to be claimed as a dependent on the employee's income tax return.
- D. Born to, or legally adopted by the employee and/or spouse or is a stepchild by marriage receiving more than 50% of support from the new family unit.

### *Students Eligible in Divorce and Remarriage Situations:*

- A. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return.
- B. Under the custody of the ex-spouse of the employee and eligible to be claimed as a dependent on the employee's tax return.

### *Student's NOT eligible for Tuition Assistance:*

An unmarried child not under the custody of the employee and not eligible to be claimed as a dependent on the employee's tax return is not eligible for assistance.

### *Application Procedure:*

Any regular, full-time exempt employee may complete the Tuition Assistance Application that is available from the Office of Treasurer.



Children of full-time employees who are enrolled in Seventh-day Adventist (S.D.A) schools listed in the S.D.A. Yearbook at the undergraduate level may be eligible for assistance on the following basis. (Read the reverse side for further information on eligibility.)

Tuition assistance is available at the rate of 35% on tuition and required fees for elementary, non-dormitory academy, and college/university students. Dormitory academy and residence hall college/university students are eligible for 70% for a maximum of four years.

Employee Name	Employee Job Title	Employee Phone Number and email address
Child's Name	Child's Name	Child's Name
Child's School I.D.#	Child's School I.D.#	Child's School I.D.#
Name of School	Name of School	Name of School
Address of School to where letter should be sent	Address of School to where letter should be sent	Address of School to where letter should be sent
Employee's Signature		Date

**NOTE: A new application must be submitted by August 1 for the first semester and by December 1 for the second semester.**