



# Faculty/Employee Tuition Benefit Application 2009-10

Return this form to: Student Financial Services, ACU Box 29007, Abilene, TX 79699-9007  
Phone (325) 674-2300 / (888) 588-6083 / Fax (325) 674-2963

### Section A: Student Information

Student name: \_\_\_\_\_ ACU Banner ID#: \_\_\_\_\_

Classification:     Freshman     Sophomore     Junior     Senior     Graduate

**\*Faculty employee tuition benefits do not apply to intercollegiate hours taken at HSU or McMurry.**  
See Employee Handbook ACU Policy No. 340.

### Section B: Employee Information

Employee name: \_\_\_\_\_ ACU Banner ID#: \_\_\_\_\_

Date of hire: \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Department: \_\_\_\_\_    ACU Ph.#: \_\_\_\_\_

Staff Position:     Faculty     Exempt Staff (salaried)     Non-exempt Staff (hourly)

Employment Status:     Full-time     Half-time     Part-time

Student's Relationship to Employee:     Child     Self     Spouse

*To assist Student Financial Services in planning future benefit expense, please provide us with the Name, Relationship, and Date of Birth of your spouse and other dependents below: (if additional space is required, please attach a separate sheet of paper).*

Name	Relationship	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**\*\*\*Ref. ACU Policy No. 340\*\*\***

In keeping with current law, Non-Degree and Graduate tuition benefits will be reported as income to the employee. Social Security and Federal Income Tax will be withheld on the benefit. Employees who receive these tuition benefits, or whose family members participate in these programs, should be prepared for a reduced paycheck at the time the income is reported. Employees (not spouses or dependents) who receive this benefit for graduate level courses will not be taxed for the first \$5,250 of the benefit.

For Office Use Only	Date:	Initials:
Logged to Google Docs	_____	_____
Logged to Tracking	_____	_____
Processed by Counselor	_____	_____