



**APPLICATION FOR TUITION BENEFITS  
SPOUSE OF EMPLOYEE**

***APPLICANT INFORMATION***

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Name of Applicant: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Department: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Employee Status:     Full-time         Part-time         Temporary

***COURSE INFORMATION***

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Course Name (ie. MATH 101)*	Number of Credits	Start Date (First day of class)
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Semester:     Fall         Spring    Year: 20\_\_\_\_

*\*Note: Only undergraduate courses are eligible under the spouse tuition remission program.*

***CERTIFICATION***

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*By signing below, we acknowledge our understanding of the tuition remission policy of Willamette University as described in the Employee Handbook(s). We also understand that tuition remission benefits are based on an employee's continuous employment during the term of the course. Should employment terminate (unless due to retirement or disability) prior to completion of the course, we understand that we will be required to make a prorated reimbursement of the amount of tuition reduction back to Willamette University.*

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Applicant Signature***

\_\_\_\_\_  
***Date***

***APPROVAL***

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\_\_\_\_\_  
***Eligibility Approved (HR)***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***\$ Amt Benefit***