

Delaware State University
Educational Benefit Request Form

Employee Name:					D#				
Email:				Phone:		Hire Date:			
Classification					Check applicable status				
	Classified		Professional		Faculty		Full Time		Part Time
Number of Credits Requested:		Semester/Year of Requested Courses							
			Fall		Spring		Summer		
Course Name		Course Number		Day(s)/Time		Location			

- All full-time Benefit eligible employees may take up to nine (9) credit hours of undergraduate courses or six (6) credit hours of graduate courses per semester tuition free after the completion of the assigned probationary period.
- No special work schedule arrangements are to be made for employees enrolled in courses at the University.
- Employees who register for courses beyond those provided tuition free will be required to pay the ordinary costs associated with attendance in those courses.
- Attendance in all courses is subject to University policies, procedures, and collective bargaining agreements.
- In order to receive this benefit, each of the signatures below must be obtained and submitted prior to registration.

By my signature below, I acknowledge that I have read and understand University policies, procedures, and any related collective bargaining agreement language.

Print Name	Signature	Date
Employee:		
Supervisor:		
Vice President/Dean:		
Provost:		
Human Resources:		
Student Accounts:		

Note: Incomplete documents will not be processed and shall be returned to the employee for completion.