

**Return this completed form to:**

104 Fairchild Hall | 1601 Vattier Street  
Manhattan, KS 66506-1104

Office 785-532-6420 | Fax 785-532-7628  
Website [ksu.edu/sfa](http://ksu.edu/sfa) | Email [finaid@ksu.edu](mailto:finaid@ksu.edu)

Employee's Name (Last, First, MI)

Employee ID or Wildcat ID

Department Name

Department Address

Employee's K-State Email Address

**I request assistance for the following semester(s):**

- Fall 2019
- Spring 2020 (incl. January intersession)
- Summer 2020 (incl. May or August intersession)

**I plan to enroll in (# of):**

- \_\_\_ credit hours for Fall 2019
- \_\_\_ credit hours for Spring 2020
- \_\_\_ credit hours for Summer 2020

**Career level (sel. one):**

- Undergraduate
- Graduate
- Veterinary Medicine

**Eligibility Requirements**

- An employee qualified to apply must be in a **full-time (0.9 or above), benefits eligible position**.
- Only Kansas State University employees are eligible for Employee Tuition Assistance (ETA).
- Applicants must meet all eligibility requirements for the entirety of the semester for which ETA is sought.
- An employee's dependent or spouse may apply for the K-State Dependent/Spouse grant. Information for this program can be found at [ksu.edu/sfa/ksuetb/dsg.html](http://ksu.edu/sfa/ksuetb/dsg.html)

**Award Details**

- The award is **exclusively** for courses taken through K-State and billed by K-State. ETA does not apply to courses taken through and/or billed by a third party.  
(note: if never having been enrolled/admitted prior please ensure to have an active student account)
- The maximum award amount will not exceed the value of **3 credit hours at the in-state, on-campus tuition rate per semester**. Tuition rates can be found at [ksu.edu/finsvcs/cashiers/costs](http://ksu.edu/finsvcs/cashiers/costs)
- **ETA covers tuition only**. Any fees associated with a K-State course, e.g. campus fees, online course fees, other institutional fees, etc. are the responsibility of the employee.
- If any part of the tuition costs are waived or sponsored by another entity, the amount of the ETA will reflect and equal the amount of remaining tuition, up to 3 credit hours (not including any fees, etc.).
- Work release is not a part of the program and time away from work is solely dependent on an agreement made with the employee's supervisor or department head.

**Application Details**

- Additional details can be found at [ksu.edu/hr/current-employees/benefits/tuition.html](http://ksu.edu/hr/current-employees/benefits/tuition.html)
- Applications will have to be turned in prior to the semester for which ETA is requested.
- Once the ETA award has been applied, it will be viewable in the employee's Student Center in [KSIS](http://ksis.ksu.edu).  
(*KSIS Links > Student Center > Finances > View Financial Aid*)

By signing below, I confirm that I am a Kansas State University employee in a **full-time (0.9 or above), benefits eligible position** and will remain employed throughout the semester(s) indicated above. I also acknowledge that I have read the terms outlined above.

Signature of Kansas State University Employee (required)

Date

**Digital signatures are not accepted.**

**Department Certification**

By signing below, I certify that the above listed individual is currently employed with Kansas State University in a **full-time (0.9 or above), benefits eligible position** and is expected to remain employed throughout the semester(s) indicated above.

Signature of Department Head (required)

Printed Name of Department Head (required)

Date

**Digital signatures are not accepted.**