

**NORTHWEST FLORIDA STATE COLLEGE  
EMPLOYEE TUITION BENEFIT COURSE REQUEST**

The Employee Tuition Benefit may be used by all full-time employees and their legal dependents to cover the cost of tuition for six semester hours per semester per family member. All recipients of funds must have a minimum grade point average of 2.00. The scholarship does not cover courses that are being repeated which were previously applied against the Employee Tuition Benefit, unless the course(s) are designated in the College Catalog as being multiple credit courses. This covers college credit classes only. Return this form to Human Resources for approval.

Employee \_\_\_\_\_ SS#/SID# \_\_\_\_\_ Employee Department \_\_\_\_\_

Location:    \_\_\_ Niceville Campus            \_\_\_ FWB Campus            \_\_\_ CNC  
                  \_\_\_ Eglin Center                \_\_\_ Hurlburt Center        \_\_\_ Crestview

List below the individuals in your household who will be using the Employee Tuition Benefit. Remember, DEPENDENTS ARE CLASSIFIED AS THOSE FAMILY MEMBERS WHO ARE CLAIMED ON YOUR INCOME TAX RETURN.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>SSN or SID#</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVED BY HUMAN RESOURCES

\_\_\_\_\_  
DATE

*This notice is intended for students, employees, and applicants. NWF State College collects your social security number for use in performance of the College's duties and responsibilities for the following possible purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection; reconciliation; tracking; benefit processing; tax and scholarship reporting; financial aid processing; athletics recruiting; accreditation of programs; and reporting to authorized agencies of the state and federal government. Social security numbers are also used as a unique numeric identifier in certain cases and may be used for search purposes. Federal Law requires that we protect social security numbers from disclosure to unauthorized parties. Students and employees are assigned NWF State College identification numbers to assist in protecting their identities.*