



Hampden-Sydney College
Request for Employee Tuition Aid
(On Campus)

Name: _____ **Social Security Number:** _____

Title: _____ **Employment Date:** _____

Department: _____ **Application Date:** _____

I am requesting approval by Hampden-Sydney College to attend the following class(es) on campus:

Semester: _____ **Year:** _____

Course Name: _____ **Hour Schedule:** _____

1.) _____

2.) _____

This class (does) (does not) have space available.

Signature of Registrar: _____ **Date:** _____

Immediate Supervisor

_____ has requested permission to be absent from his/her work station in order to attend class(es) at Hampden-Sydney College. The employee understands that he/she must "make up" the time lost from work each week by beginning work early, work late, or other otherwise working additional hours, or by using available vacation or compensatory time. The time card (if applicable) must reflect the time absent to attend class and the additional hours worked as "make up" time or the vacation or compensatory time used. With this agreement in mind, I give my permission from him/her to attend class. (If permission is not allowed, please attach a letter of explanation.)

Supervisor's Signature: _____ **Date:** _____

Cabinet Officer

I (give) (do not give) my permission for _____ to attend the above stated class(es).
(If permission is not allowed, please attach a letter of explanation.)

Cabinet Officer's Signature: _____ **Date:** _____

Employee

Having received permission from the Registrar, my immediate supervisor, and my immediate cabinet officer, I will be attending the above listed class (es).

Employee's Signature: _____ **Date:** _____

THIS FORM MUST BE FORWARDED TO THE HUMAN RESOURCES OFFICE 10 DAYS PRIOR TO THE BEGINNING OF THE SEMESTER. THE HUMAN RESOURCES OFFICE WILL FORWARD ONE COPY TO THE OFFICE OF FINANCIAL AID AND THE REGISTRAR'S OFFICE. AN ADDITIONAL COPY WILL BE PLACED IN THE EMPLOYEE'S FILE.