

# GROWTH THROUGH LIFE APPLICATION

Name (please print) \_\_\_\_\_ ID # \_\_\_\_\_

Indicate Quarter being requested:

Year \_\_\_\_\_ Term: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**Application for Internal GTL Program must be submitted to HR prior to the end of business on MONDAY of WEEK 7. Notification of approval will be provided FRIDAY of Week 7.**

**PLEASE CHECK THE FOLLOWING TO INDICATE STATUS AND PROGRAM:**

- Employee – Internal Program                       Dependent/Spouse  
 Employee – External Program  
 Pursuing Degree (Type of Degree): \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

**DEPENDENT or SPOUSE (complete only if applying for dependent or spouse)**

Family member: \_\_\_\_\_ ID# (if known) \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_ Family Member's Date of Birth \_\_\_\_\_

\*Please Note: the supervisor's signature is not required for a family member's application.

I am applying for the Tuition Grant benefit identified for the above-noted quarter and make the following representations:

**I understand by applying for the Growth Through Life benefit that I'm choosing to receive the Growth Through Life employee benefit and forego my rights to federal/state aid. EMPLOYEES ARE NOT ELIGIBLE TO RECEIVE BOTH TUITION BENEFIT AND FEDERAL/STATE FINANCIAL AID. I acknowledge I have read the Growth Through Life policy and agree to abide by all the terms of the policy.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This employee has my permission to enroll in courses for the quarter noted above.

Supervisor's Name (print): \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**To be completed by Department of Human Resources:**

The above-named employee has been verified as a full-time employee and has met the eligibility requirements of the Growth Through Life program.

Human Resources Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Manager/Director: \_\_\_\_\_ Date: \_\_\_\_\_

***Tax Notice: There may be tax implications for this tuition benefit under IRS regulations. This benefit may be considered taxable wages and subject to income tax withholding. Employees should consult their own tax advisor for assistance and coordinate with Payroll to provide withholding or a standard withholding will be withheld.***