



LAKE FOREST COLLEGE

TUITION BENEFIT SIGN UP FORM & DEPENDENCY STATEMENT

Response Due No Later Than February 1, 2016

All eligible participants may now apply for the 2016-2017 tuition benefit for their dependent(s) to attend Lake Forest College *or* other colleges participating in the Associated Colleges of the Midwest Tuition Remission Exchange Program (ACM TREP). Full-time teaching faculty (full time – twelve month), non-teaching faculty members and members of the administrative staff at the professional level or higher may also apply for the off-campus tuition benefit for their tax dependent children. Please see full details and requirements as listed in the respective employee handbook for your position. Handbooks may be found online at my.lakeforest. As stated in the handbook, employees must have three consecutive years of full time employment immediately prior to using the benefit. This form must be returned to Wendy Ohman in the business office no later than February 1, 2016. Please be advised that regular admissions requirements must be satisfied as a prerequisite to utilizing the tuition benefit.

Note for ACM TREP: Students applying to an ACM TREP college for the first time must contact the business office to complete the required forms. The ACM TREP educational benefit will not be approved until the forms are completed. The ACM TREP benefit for 2016-2017 is at the 90% level of the attending ACM TREP College's tuition (50% from the attending college and 40% from Lake Forest College). The eligible employee will be responsible for the remaining percentage of the tuition cost of the attending ACM TREP college, plus any fees, room and board, etc. Please consult with the ACM TREP coordinators at their respective colleges (an ACM TREP coordinator list is available from the business office). Participating colleges include: Beloit, Coe, Colorado, Cornell, Grinnell, Knox, Lawrence, Luther, Macalester, Monmouth, and Ripon.

If you plan to utilize the Tuition Benefit for 2016-2017 please complete the information below and return to the business office no later than February 1, 2016. Students attending Lake Forest College must also complete a Free Application for Federal Student Aid (FAFSA) on or after January 1, 2016. FAFSA information is available through the Financial Aid Office (x5015).

Employee Name: _____

Department: _____

Name of Dependent: _____

Institution: _____

Please check and complete all that apply:

Total Course Load:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Courses per Term (if Part-Time): _____
Enrollment Period(s):	<input type="checkbox"/> Fall 2016	<input type="checkbox"/> Spring 2017	
	<input type="checkbox"/> Summer 2016 Session I	<input type="checkbox"/> Summer 2016 Session II or III	Course(s): _____

I hereby certify that _____, my son/daughter/spouse or significant other is declared as a dependent on my Federal Income Tax Return for the taxable year prior to the term of enrollment and will be claimed in the calendar year(s) in which enrollment takes place. My dependent would therefore qualify for the tuition contributions by Lake Forest College with respect to this requirement. **As it is required of me, I agree to submit the appropriate 1040 tax form for verification of eligibility.**

If the attending institution is Lake Forest College, I further agree to make complete and timely application of the FAFSA form to determine eligibility for the Illinois Monetary Award Program (MAP) and for any other monetary award for any institution as designated by the Administration. If the attending institution is not Lake Forest College, I understand enrollment and actual cost of tuition must be verified by the other institution.

In the event the above status changes, it is my responsibility to notify the business office in writing.

Signature

Date

***Receipt of this document does not imply eligibility – for eligibility details please refer to your respective handbook.**