Wichita State University Union Corporation  
d/b/a Rhatigan Student Center  

Tuition Assistance Application  

Instructions/Information  

- You must be a full-time employee of Rhatigan Student Center (RSC) to qualify for tuition assistance.  

- **Deadline to apply:** 1st of the month prior to the month in which the class is scheduled to begin. Completed application and FERPA Disclosure forms must be submitted to Rhatigan Student Center Human Resources.  

- You must complete the applications forms:  
  1) Application for Tuition Assistance to Attend Class/Seminar  
     (application is not complete if all blanks are not filled in)  
  2) FERPA Disclosure form  

- **If you received prior tuition assistance from Rhatigan Student Center, you must provide evidence that you have successfully completed the previous course.**  

- If you are receiving a grant/scholarship, you do not qualify for tuition assistance. If you are receiving a loan, you may still qualify for tuition assistance.  

- Tuition Assistant will be limited to the actual cost of the tuition and required fees (student fee and university registration fee). The university facilities use fees are waived only if parking is being paid by you through the Union Corporation’s payroll deduction plan. Tuition assistance will be limited to one course in any semester (total three credit hours), or one course not exceeding three credit hours in any eight week summer session. Tuition assistance for seminars/workshops through the Center for Management Development will be equal to the actual cost of tuition and required fees for three (3) resident undergraduate credit hours.  

- Should you fail to successfully complete a course in which you receive tuition assistance from the RSC, you will not be eligible to receive further assistance until you have satisfactorily completed another comparable course at your own expense. **Personal payment for and attendance at a seminar shall not be considered as meeting this requirement for non-seminar/workshop/certificate program educational pursuits.** You will be required to furnish proof of successful completion of a comparable course if you apply for tuition assistance in the future.  

- Successful completion of an undergraduate course will require a grade of “C” or better/ successful completion of a graduate course will require a grade of “B” or better. A credit/no credit course will be considered successfully completed with “credit” given. If you are a graduate student receiving tuition assistance for a dissertation/thesis, which takes more than one semester to complete, you may continue to receive assistance by submitting a letter from your instructor indicating satisfactory progress, on a timely basis, toward completion of the thesis/dissertation.  

- Auditing a class is not “successful completion” for the purpose of tuition assistance. If you choose to audit a class for which you’ve requested tuition assistance, approval will be revoked and the University will bill you for the class. If you choose to audit a class for which you’ve requested tuition assistance, you will not be eligible to receive further assistance until you have satisfactorily completed another comparable course at your own expense. Personal payment for and attendance at a seminar shall not be considered as meeting this requirement. You will be required to furnish proof of successful completion of a comparable course if you apply for tuition assistance in the future.  

- **For seminars/workshops completed through the Center for Management Development, a certificate of completion meets the requirement for proof of successful completion.** The Center does not usually issue certificates for one-day seminars. **You must request a certificate upon completing the course and they will give you one.**  

- For information on whether your tuition assistance is subject to taxation, please consult your tax advisor.  

- If you have questions concerning Rhatigan Student Center’s tuition assistance program, please contact Rhatigan Student Center Human Resources.
APPLICATION FOR TUITION ASSISTANCE TO ATTEND CLASS OR SEMINAR
Rhatigan Student Center

Name: __________________________________________  myWSU #: ______________________

Position Title: ________________________________  Date of Hire (Full-time): __________________

Office Phone No.: __________________________  Campus Box No.: __________________

Department or Unit: __________________________  Semester Applying For: ____________

Email Address: ______________________________

Please provide the following information to assist in determining your eligibility for assistance.

1. Are you a full-time employee of the RSC? [ ] Yes [ ] No

   YOU MUST PROVIDE PROOF OF ENROLLMENT/PAYMENT FOR THE COURSE YOU ARE REQUESTING
   TUITION ASSISTANCE.

2. Do you earn vacation and/or sick leave hours? [ ] No [ ] Yes

3. Are you currently receiving financial aid? [ ] No [ ] Yes

   If yes, what type of aid are you receiving? ______________________________

4. Have you received tuition assistance from this program in the past? [ ] No [ ] Yes

   If yes, Semester & Year of prior tuition assistance: _______________________

   Grade at completion (if class): ____________________

Please complete Box #1 for Course/Workshop or Box #2 for Seminar:

<table>
<thead>
<tr>
<th>#1 Title of Course/Workshop: __________________________</th>
<th>Credit Hours: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Level Sought is: [ ] Graduate [ ] Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Subject &amp; Course No. (i.e. ENGL 102): ____________</td>
<td>Course Reference No. (i.e. 22299): ____________</td>
</tr>
<tr>
<td>Anticipated Cost of Tuition: __________________________</td>
<td></td>
</tr>
<tr>
<td>Lab Fees and Special Course Fees: _____________________</td>
<td></td>
</tr>
<tr>
<td>Date Course/Workshop begins: __________________________</td>
<td>Time to be held: __________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#2 Title of Seminar: ________________________________</th>
<th>Anticipated Cost: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Sponsoring Seminar (CMD, Continuing Ed, etc.): ____________________</td>
<td></td>
</tr>
<tr>
<td>Date(s) to be held: ________________________________</td>
<td>Time to be held: ____________________</td>
</tr>
</tbody>
</table>

Describe how this course is necessary to be credited towards a degree, how it will provide for professional growth/development, or how it is job-related (must be completed for assistance to be approved – attach additional documentation, if needed):

The signatures below certify that the employee authorizes access to their transcript to the Tuition Assistance Committee and the application fits at least one of the following criteria:

Credit towards a degree: [ ] No [ ] Yes

Professional growth or development: [ ] No [ ] Yes

Job-related training: [ ] No [ ] Yes

Signatures required:
Employee: __________________________  Supervisor: __________________________

Rhatigan Student Center Human Resources:

Return to Rhatigan Student Center Human Resources at Campus Box 56 or Fax to ext. 3217.

Rev. 12/10

For RSC HR Use Only:
Date last T.A. received: ____________
Grade: ____________________
Approved: ________________
Disapproved: ________________