

**TUITION ASSISTANCE APPLICATION
CENTRAL CALIFORNIA CONFERENCE OF SDA**

Name of Employee _____ Date of Application _____

School year _____

According to the General Conference Tuition Assistance Policy, employees, if eligible, may apply for Tuition Assistance for their unmarried, dependent children under the age of 24. The policy limits this allowance to only one employee in each family unit.

****Important**** - Please see reverse side for policy and certification of eligibility for College students.

I hereby apply for Tuition Assistance for the following dependent children for the current school year, and authorize my employer to pay the appropriate Tuition Assistance to the school/schools listed below.

I also understand that this is taxable income and I will pay taxes on this subsidy within the current quarter/semester of the school year. If you would like to request the subsidy to be posted on your payroll in installments, there is a form on the CCCHR website under Resources and Forms <https://www.centralcaliforniaadventist.com/human-resources> to fill out and turn in to payroll@cccsda.org for each semester/quarter.

Name of Student	Name of Denominational School Attending	Date of Birth	Grade	(Check 1) Dorm Day	

My spouse is denominationally employed: Yes No

If spouse denominationally employed, list employer: _____

Date _____

Employee's Signature _____

**PLEASE COMPLETE THIS FORM AND RETURN TO
HUMAN RESOURCES
CENTRAL CALIFORNIA CONFERENCE
PO BOX 770
CLOVIS CA 93613
FAX 559-347-3062 or email lbarron@cccsda.org**

For College Students only:

School year _____

I certify that my child, _____ is _____ years of age and that I provide more than 50% of his/her support and claim him/her on my taxes and is eligible for tuition assistance according to the Policy written below.

Employee Signature

Date

NAD Working Policy Y 24 05

5. *Students Eligible for Tuition Assistance* - To be eligible for tuition assistance the student must be:
 - a. An unmarried dependent of the employee.
 - b. Less than twenty-four years of age unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration.
 - c. Eligible to be claimed as a dependent on the employee's income tax return.
 - d. Born to, or legally adopted by, the employee and/or spouse or is a stepchild by marriage receiving more than 50 percent of support from the new family unit.

6. *Students Eligible in Divorce and Remarriage Situations* - To be eligible for tuition assistance the student must be:
 - a. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return.
 - b. Under the custody of the ex-spouse of the employee and eligible to be claimed as a dependent on the employee's tax return.

7. *Students Not Eligible for Tuition Assistance* - An unmarried child not under the custody of the employee and not eligible to be claimed as a dependent on the employee's tax return is not eligible for assistance.