



Request for Tuition Benefits for Graduate Program

Please submit this form and the supporting documents to the Office of Human Resources for review *prior to the start of the enrollment period*. Tuition Benefits for the enrollment in graduate programs are considered taxable. You will be notified of the results of the review.

Name _____

Title _____

Juniata ID# _____

Email _____

Department _____

Supervisor _____

Program/Course Information:

Juniata’s Master of Accounting _____

Juniata’s Master of Business Administration _____

Juniata’s Master of Organizational Leadership _____

Juniata’s Master of Bioinformatics _____

Juniata’s Master of Data Science _____

Other: _____

Semester _____ Year _____ Course Day _____ Time _____ Online only _____

Catalog # _____ Course Title _____

Credit Hours _____

Course description:

Additional Information to Submit:

_____ Copy of Job Description

_____ Your statement regarding how the class relates to and supports your current position or future goals.

_____ A statement from your supervisor regarding how the class relates to and supports your current position or future goals. This statement should include your Vice President’s agreement.

Employee Signature

Date

Do not write below this line.

Accounting Services: Taxable _____ Non-Taxable _____

Human Resources: _____ Payroll: _____