



LAKE FOREST COLLEGE

TUITION BENEFIT REQUIRED DOCUMENTATION

Full-time employees who will utilize the tuition benefit for academic year 2016-2017 must provide the following documentation. Eligibility for the Tuition Benefit listed below is outlined in the respective handbooks. Because the tuition benefit is payable only within the fiscal year for which it is budgeted, documentation is required for each year the benefit is used. Please refer to the following to determine the documents for which you are responsible. Please return all forms to Wendy Ohman in the business office.

REQUIRED DOCUMENTATION:

- **Tuition Benefit Sign Up Form & Dependency Statement**
- **Copy of signed tax year 2015 1040 tax form**

Please provide a copy of your 1040 tax form (white-out dollar amounts and SSN's). If you file the long form provide both sides. If you have requested a filing extension, please state when your 2015 tax return will be completed.

ADDITIONAL REQUIRED DOCUMENTATION IF EMPLOYEE SPOUSE OR DEPENDENT WILL ATTEND:

LAKE FOREST COLLEGE

▪ **FAFSA**

Apply for all federal and state grant assistance by completing the Free Application for Federal Student Aid (FAFSA), available in the Financial Aid Office (x5015). Failure to apply will negate your eligibility for the tuition benefit.

ACM TREP COLLEGE – FIRST TIME APPLICANTS ONLY

ACM TREP Colleges: Beloit, Coe, Colorado, Cornell, Grinnell, Knox, Lawrence, Luther, Macalester, Monmouth, and Ripon

▪ **Applicant's Certification of Eligibility form**

Return this form to the business office with a \$25.00 check payable to ACM. The \$25.00 participation fee will waive the application fee for each ACM school to which the student has applied.

▪ **Confirmation of Participation form**

Return this form to the business office once you have decided on an ACM TREP College.

NON-ACM TREP COLLEGE OR UNIVERSITY

▪ **Tuition Bills**

Submit all tuition bills to Wendy Ohman in the business office as soon as they are available. It is the responsibility of the employee to send copies of the bill to the business office. Emailed or faxed copies are acceptable. Tuition bills are required for each of the attending institution's billable periods (semester, quarterly, trimester, etc). All applicable invoices must be sent within the fiscal year. Payments are sent directly to other colleges or universities and are paid only from detailed invoices. The College is not responsible for payment of late fees.