

DARTMOUTH

Office of Human Resources

7 Lebanon St., suite 203
Hanover, NH 03755
603-646-3411
human.resources@dartmouth.edu

- TO:
- Colleen Andrasko, MALS – HB 6092, 646-3592
 - Liz Koelsch, Geisel Education – HB 7252, 646-5641
 - Amy Gallagher, Guarini School of Graduate and Advanced Studies– HB 6062, 646-2106
 - Undergraduate course
 - Graduate course
 - Andrew Ager - Dartmouth Staff taking Undergraduate Courses, HB 6014, 646-2246
- Supervisor’s Approval _____
- Julia Abraham Thayer School – HB 8000, 646-0412
 - Undergraduate course
 - Graduate course
 - Stacie Marshall, Tuck School – HB 9000 / 646-9305
 - Mini course
 - Graduate course

FROM: Office of Human Resources

RE: Employee Status Verification for Tuition Grant Benefits

Term: _____

Employee: _____ ID# _____

Student: _____ (if different than employee)

<i>This section to be completed by HR.</i>			
Hire Date: _____	FTE: _____ %		
Status: Faculty___	Exempt___	Non-Exempt___	Service___

Tuition Program Manager

Date

*Please submit the form to the attention of Tuition Program Manager in the Office of Human Resources (HB 6042.) The form will then be completed and returned to the appropriate department.