

## DUKE SPECIAL EMPLOYEE TUITION RATE REQUEST FORM

**IMPORTANT NOTE:** For Duke employees (not Temporary Workers, full-time degree students, or anyone in a student designated position) working 20 hours or more per week. Graduate courses, independent studies, practicum, music lessons, physical education activity courses, art studio courses, Global Education programs, courses originating in the Pratt School of Engineering or any of the University's professional schools, or Duke in NY or LA courses are not eligible for the Employee Tuition Grant program.

Employee's Full Name \_\_\_\_\_

Date of Hire \_\_\_\_\_

What Is Your Work Schedule? (20 hours per week, 40 hours per week, etc.) \_\_\_\_\_

Your Duke Unique ID \_\_\_\_\_ Your Duke Telephone Number \_\_\_\_\_

Your E-Mail Address \_\_\_\_\_

Course #1 Department & Number \_\_\_\_\_ Credit?/Audit? (please circle)

Course #2 Department & Number \_\_\_\_\_ Credit?/Audit? (please circle)

*By signing below, I am verifying that I am a regular Duke employee working 20 hours or more per week and that the information I have provided on this form is true and accurate to the best of my knowledge, under penalty of perjury.*

Employee's Signature and Date \_\_\_\_\_

(For Office Use: Eligibility Verified \_\_\_\_\_)

Return form to: Duke Continuing Studies & Summer Session, Box 90700, Durham, NC 27708-0700; or fax to 919/681-8235; or send as a pdf attachment to email to [summer@duke.edu](mailto:summer@duke.edu). Questions? Call 919/684-6259.

**IMPORTANT NOTES:** Please be sure you understand the University's policies on course dropping and adding, deadlines, and course withdrawal deadlines, procedures, and refund policy. For assistance, see <http://trinity.duke.edu/academic-requirements?p=drop-add-period>. Also feel free to telephone 919/684-2621 or 684-5375.

**BE SURE TO KEEP A COPY OF THIS FORM FOR YOUR PERSONAL RECORDS.**