

Duke | CONTINUING STUDIES

DUKE 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, practicums, music lessons, physical education activity courses, art studio courses, domestic and international Global Education programs, courses originating in the Pratt School of Engineering or any of the University's professional schools are not eligible for the Employee Tuition Grant program. Other exclusions may apply.

The Duke Employee Tuition Grant may be utilized for a maximum of **two** courses in a fall or spring semester or **one** course in a summer term, whether enrolled for academic credit or audit.

Employee's Full Name: _____

Date of Hire: _____ Department: _____

What is your work schedule? (20 hours per week, 40 hours per week, etc.) _____

Duke Unique ID: _____ Duke Telephone Number: _____

Duke E-Mail Address: _____

TERM: Fall Spring Summer 1* Summer 2*

Course #1: Department & Number _____ Credit Audit

Course #2: Department & Number _____ Credit Audit

**You may submit one form for both summer terms. You may use the grant for a maximum of two courses per summer.*

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. Questions? Call 919/684-5375.

IMPORTANT NOTES: Please be sure you understand and follow 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 684-5375.

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