TITLE III TUITION APPLICATION

Date: _____

Criteria:

I have been a full-time employee at LU for at least one year.

I am pursuing a terminal degree within my area of current employment.

A terminal degree is the highest achievable degree in an academic field or professional discipline. According to Lincoln University Rules and Regulation 3.25, "the doctoral degree in the faculty member's field is recognized as the terminal degree. The following degrees are also recognized by Lincoln University as terminal degrees:"

- Master of Fine Arts (Art: studio art and design)
- Master of Fine Arts (Theater: creative artist or technical artist)
- Master of Fine Arts (English: creative writing)
- Master of Social Work
- Master of Library Science

I have attached my acceptance letter into the program.

I understand if I have received support with tuition previously, I must also submit a transcript for proof of satisfactory completion of the prior courses.

I have attached a formal invoice, which includes a list of charges, the current balance that is due, any prior payments that have been made, and a remit to address for the payment.

Name _____ Title_____# of Years at LU _____

Home Address _____ Phone # _____

Campus Address _____Campus Extension #_____

Institution Enrolled _____

Semester/Session application is for: ☐ Spring ☐ Summer ☐ Fall

Name of degree sought:_____

Anticipated Graduation Date: _____

# of CREDIT HOURS:

Completed as of today: _____
Remaining to complete degree: _____
Currently enrolled in: _____
Requesting funding for: _____

ANTICIPATED COSTS:

Please indicate below the amount requested for the semester/session noted above. Be specific. Your request may not exceed the annual limit of $3,000.

A. Tuition: # of Hrs. _____X $_____Per Semester Hr. = $ _____
B. Activity Fees $ _____ TOTAL AMOUNT REQUESTED $_____

Please write a brief statement explaining how this course of study will enhance your professional career in your chosen field (limit 50 words or less).

Title III will pay your institution directly. Processing may take up to four weeks, so please submit your request at least 30 days before your tuition is due. The Title III office will not pay late fees and cannot reimburse individuals for fees paid out-of-pocket.

Post-Completion Employment Expectation: Lincoln University expects employees who receive tuition reimbursement assistance to remain employed with the University for a minimum of twelve (12) months following the completion of the degree or program of study. Acceptance of tuition reimbursement benefits signifies the employee's commitment to continue contributing to the University's mission and operations after completion of their educational program.

_____
Applicant Signature

_____
Senior Director of Sponsored Programs and Title III

FOR TITLE III OFFICE INTERNAL USE ONLY:

APPROVED_____NOT APPROVED_____AMOUNT GRANTED $_____

DATE:_____ REQ #: _____BPO #:_____

VOUCHER #:_____CHECK #:_____CHECK DATE: _____