Educational Assistance Plans - Employment Status Verification

The purpose of this verification is to affirm that the person stated below is eligible for employee, or employee spouse/domestic partner/dependent child educational assistance benefits.

1. Potential student identifies themselves as eligible for benefits
2. Appropriate verification and form should be obtained from:
   - Financial Services at Union College for Union College employees, spouses, domestic partners, and/or dependent children
   - UGC for UGC employees, spouses, domestic partners, and/or dependent children
3. Union College Financial Services or Representative at UGC will verify or deny status and return the form to the student so that they can register.
4. A copy of this Employment Status Verification form should go with a copy of the registration and a copy should be retained by Financial Services.

Name of Student/Applicant: ____________________________ Year of Birth: ____________

Relationship to Employee: ☐ Self ☐ Spouse ☐ Domestic Partner ☐ Dependent Child*
* To qualify as a dependent child, the child must: 1.) receive over half of support from employee, 2.) be an eligible child per the policy and 3.) has the same principle place of residence as the employee. ☐ Yes ☐ No

Category of Study: ☐ Part-time - Degree Seeking ☐ Part-time – Non Degree Seeking (Undergraduate only)

Is Student Pursuing Courses or Degree in Engineering? ☐ Yes (Follow Engineering Guidelines) ☐ No

Name of Employee: ____________________________ ID# __________________

☐ Union College Employee ☐ Union Graduate College Employee

Employee’s Department: ____________________________ Full Time: ☐ Yes ☐ No (Benefit only available to Full Time employees)

Employee Signature Student Signature (if applicable) Date

FINANCIAL SERVICES/UGC VERIFICATION

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☐ Employee is Full Time

☐ Status Reviewed and Verified ☐ Status Reviewed and Denied

Union College Financial Services or UGC Representative Signature Date