

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: _____ Dependent Child
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

	<i>These columns for office use only</i>			
	SOM	SOE	ENG/CS	BE
<input type="checkbox"/> Union Graduate College Employee	102	202	302	402
<input type="checkbox"/> Union Graduate College Spouse, Domestic Partner or Dependent Child	102	202	302	402
<input type="checkbox"/> Union College Employee	100	200	300	400
<input type="checkbox"/> Union College Spouse, Domestic Partner or Dependent Child	100	200	300	400

Employee is Full Time

Status Reviewed and Verified

Status Reviewed and Denied

Union College Financial Services or UGC Representative Signature	Date
--	------