

# DARTMOUTH

Office of Human Resources

7 Lebanon St., suite 203  
Hanover, NH 03755  
603-646-3411  
human.resources@dartmouth.edu

- TO:
- Colleen Andrasko, MALS – HB 6092 / 646-3592
  - Liz Koelsch, TDI – HB 7252 / 650-1536
  - Amy Gallagher, Graduate Studies – HB 6062 / 646-2106
    - Undergraduate course
    - Graduate course
  - Katherine Burke, Special Community Student Programs – HB 6003 / 646-2980
  - Daryl Laware, Thayer School – HB 8000 / 646-3801
    - Undergraduate course
    - Graduate course
  - Stacie Marshall, Tuck School – HB 9000 / 646-9305
    - Mini course
    - Graduate course

FROM: Office of Human Resources

RE: Employee Status Verification for Tuition Grant Benefits

Term: \_\_\_\_\_

Employee: \_\_\_\_\_ ID# \_\_\_\_\_

Student: \_\_\_\_\_ (if different than employee)

*This section to be completed by HR.*

Hire Date: \_\_\_\_\_ FTE: \_\_\_\_\_%

Status: Faculty\_\_\_ Exempt\_\_\_ Non-Exempt\_\_\_ Service\_\_\_

\_\_\_\_\_  
Tuition Program Manager

\_\_\_\_\_  
Date

\*Please submit the form to the attention of Tuition Program Manager in the Office of Human Resources (HB 6042.) The form will then be completed and returned to the appropriate department.

Jan 2020