



DUKE EMPLOYEE CHILD TUITION RATE REQUEST FORM for DUKE SUMMER SESSION

IMPORTANT NOTES:

For children of 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 Child Tuition Grant program. Other exclusions may apply.

The Summer Session Tuition Grant may be utilized by Children of Duke Employees for a maximum of 2 courses in a single summer, either two courses in the same 6-week term or one course in each summer term. Enrollment exceeding two courses in a single term or for the summer will be charged at the regular tuition rates.

A grant form must be submitted and received on or before the first day of classes for the term in which the tuition grant is requested. Grant requests that are received after the first day of class for the term will not be authorized.

Child's Full Name: _____

_____ This individual does NOT attend Duke during the fall and spring semesters. If this individual attends college elsewhere, please indicate name of institution: _____

_____ This individual attends Duke University during the fall and spring semesters.

TERM: Summer 1* Summer 2*

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

Employee's Full Name: _____

Employee Duke Unique ID: _____ Employee Duke Telephone Number: _____

Duke E-Mail Address: _____

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 your child understands and follows 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.