BLOOMFIELD COLLEGE
FACULTY DEPENDENT TUITION BENEFIT
REQUEST FORM

STEP 1
Human Resources verifies eligibility (see sections 13.8, 13.9, and 18.8 of the Agreement)

Employee Name_________________________ Dept.____________

Full Time: ___ Adjunct (member of the bargaining unit)*:___

Position_________________________________

Dependent Name__________________________

______________________________ #Courses_______________

Susan Dacey, Dir. HR.

Date____________

STEP 2 - If you are not currently enrolled as a student, you must apply at the Office of Admission (One Park Place)

STEP 3 - Advising Office to register for classes

STEP 4 - Approved form to Business Office for clearance.

STEP 5 - Form and class schedule to Human Resources.

Originated - 10/18/2009 – Revised 04/25/2012

*Adjuncts are considered to be members of the bargaining unit when currently teaching and have taught five (non-summer) semesters in three years. (Article 1, 1.3 of the Collective Bargaining Agreement).