BLOOMFIELD COLLEGE

DEPENDENT TUITION BENEFIT

REQUEST FORM

STEP 1 – Human Resources to verify eligibility

Employee Name_________________________________________Dept.__________________

Date of Hire______________________Position____________________________________

Dependent’s Name___________________________________________DOB______________
(Dependents are eligible up to the age of 25)

Dependent Student’s ID#______________________________

________________________________________________________________________Date_______________________

Susan Dacey, Director Human Resources

#Courses____________________________

STEP 2 – If your dependent is not currently enrolled as a student, he/she must apply at the Admission Office.

STEP 3 – Advising Office to register for classes.

STEP 4 – Supervisor’s Signature_________________________________________________

STEP 5 – Approved form to Bursar’s Office for Clearance.

STEP 6 – This form and dependent’s class schedule to Human Resources.

REV. 4.21.2014