**Route this form to:**

**Graduate Assistant Employment Services**

545B West Bank Office Bldg

1300 S. 2nd Street

Minneapolis, MN 55454



**U Wide Form**

UM 1654

**Rev:**  6/2014

# May and Summer Sessions/Terms Request

# for Graduate Assistant Tuition Benefits

**Student information:**

Name (Last, First) Student ID

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Daytime phone: U of M email address:

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**Course registrations:**

Course Number and Title(s) Number of Credits

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Tuition benefits are **not** generated automatically for May or Summer sessions/terms.

In order to receive tuition benefits:

1. Your employing department must first enter your appointment information into the Human Resource Management

System (HRMS).

1. You have the responsibility to complete and submit this request form to Graduate Assistant Employment Services

(GAES) for tuition benefit processing. You may fax, mail, bring in person, or download and email this completed

form as an attachment to:

Graduate Assistant Employment Services Fax: 612-626-7911

Office of Human Resources Email: gaesinfo@umn.edu

545B West Bank Office Bldg. Phone: (612) 624-7070

1300 South 2nd Street [http://www.umn.edu/ohr/gae](http://www.umn.edu/ohr/gao)/

Minneapolis. MN 55454

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| --- |
| **GAES USE ONLY NR\_\_\_\_\_\_\_\_Initial email sent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  **Date**  | **Rcd****#**  | **Job****Code** |  **Dates of Appt** | **Appt %** | **Contract****Number** |  **TB $** |  **NOTES** |  **GAE** **Staff** |
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