

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

Daytime phone:

U of M email address:

Course registrations:

Course Number and Title(s)

Number of Credits

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).
2. 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
 Office of Human Resources
 545B West Bank Office Bldg.
 1300 South 2nd Street
 Minneapolis, MN 55454

Fax: 612-626-7911
 Email: gaesinfo@umn.edu
 Phone: (612) 624-7070
<http://www.umn.edu/ohr/gae/>

GAES USE ONLY

NR Initial email sent: _____

Date	Rcd #	Job Code	Dates of Appt	Appt %	Contract Number	TB \$	NOTES	GAE Staff