

Employee #

Contract Expiration

Processed By

Process Date

Request for Education Benefits Form
for Dependent Children

Education Benefit Provisions

- Education benefits are governed by University policies [07-11-01](#), [07-11-02](#), [02-07-01](#), and [02-07-02](#)
- Faculty and staff employees must attach documentation of their relationship to the student when submitting this form
- The benefit will be applied directly to the students account open approval of the request form

Additional provisions are available online at www.hr.pitt.edu/benefits/education

Submission Checklist:

- ☐ All forms are submitted to the Office of Human Resources Benefits Department
- ☐ The student is registered for coursework in the upcoming academic year
- ☐ The most recent tax year's Federal Form 1040 is included

Employee Information

Name (Last, First, Middle Initial)

Preferred Email Address

SS Number (Last Four Digits Only)

XXX-XX-

Employment Information

Job: ☐ Faculty & Librarians ☐ Post-Doc Associates & Post-Doc Scholars ☐ Research Associates ☐ StaffStatus: ☐ Active ☐ Retired ☐ Long-Term Disability ☐ Other

Student(s) Information

Name (Last, First, M.I.)	PeopleSoft Number	PA Resident	Requesting Terms		
			Fall	Spring	Summer
		<input type="checkbox"/> Yes <input type="checkbox"/> No	20 _____	20 _____	20 _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	20 _____	20 _____	20 _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	20 _____	20 _____	20 _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	20 _____	20 _____	20 _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No	20 _____	20 _____	20 _____

Certification

I certify that the information contained herein is accurate and truthful to the best of my knowledge and belief. I understand that all eligibility criteria will be monitored and that any changes or errors found as a result of later audit may cause the cancellation of the benefit. I understand that I am required to provide satisfactory documentation to verify child dependency.

Forms should be submitted via fax, mail, or in-person drop off. You are welcome to email your documents to hr-benque@pitt.edu **if you have redacted the first five digits of all social security numbers on your Form 1040.**

Employee Signature

Date