To: STUDENTS RECEIVING FINANCIAL AID AND EMPLOYER TUITION BENEFITS

From: Office of Financial Aid

Subject: 2009/2010 Employer Tuition Benefits

Any type of employee benefit for education must be considered as a financial resource when determining eligibility for federal, state, and institutional financial aid. Please complete the student section on the 2009/2010 Employer Tuition Benefit Verification Form, have your employer complete the bottom section, and mail or fax the completed form to the Office of Financial Aid.

This regulation applies to all payments made by a company directly to the student or to Siena Heights University. Payments made BEFORE, DURING, OR AFTER classes are in session must be considered.

Failure to notify the Office of Financial Aid of such benefits could result in a loss of other aid.

THIS FORM IS TO BE COMPLETED AND SIGNED BY THE EMPLOYER EVEN IF NO REIMBURSEMENT IS OFFERED TO THE EMPLOYEE.

If you have any questions, please call the Office of Financial Aid at (517) 264-7130.

Thank you.