

# DARTMOUTH

Office of Human Resources

7 Lebanon St., suite 203

Hanover, NH 03755

603-646-3411

human.resources@dartmouth.edu

TO: ☐ Colleen Andrasko, MALS – HB 6092, 646-3592

☐ Liz Koelsch, Geisel Education – HB 7252, 646-5641

☐ Amy Gallagher, Guarini School of Graduate and Advanced Studies– HB 6062, 646-2106

☐ Undergraduate course *(for staff holding a Bachelor's degree or higher)*

☐ Graduate course

☐ Andrew Ager *(staff with no Bachelor's degree taking Undergraduate Courses)*  
HB 6014, 646-2246

Supervisor's Approval \_\_\_\_\_

☐ Julia Abraham Thayer School – HB 8000, 646-0412

☐ Undergraduate course

☐ Graduate course

☐ Stacie Marshall, Tuck School – HB 9000 / 646-9305

☐ Mini course

☐ Graduate course

FROM: Office of Human Resources

RE: Employee Status Verification for Tuition Grant Benefits

Term: \_\_\_\_\_

Employee: \_\_\_\_\_ ID# \_\_\_\_\_

Student: \_\_\_\_\_ *(if different than employee)*

*This section to be completed by HR.*

Hire Date: \_\_\_\_\_ FTE: \_\_\_\_\_ %

Status: Faculty\_\_\_\_ Exempt\_\_\_\_ Non-Exempt\_\_\_\_ Service\_\_\_\_

\_\_\_\_\_  
Tuition Program Manager

\_\_\_\_\_  
Date

\*Please submit the form to the Benefits Office in the Office of Human Resources (HB 6042) or Human.Resources.Benefits@dartmouth.edu. The form will then be completed and returned to the appropriate department.

May 2025