(Note: One completed form covers the full academic year: Summer 20___ thru Spring 20___)

Wilkes University/Bethlehem Area School District (BASD)
Third Party Billing & Grade Release Permission Form

Mail completed form to: Graduate Education Office
Wilkes University
84 West South Street
Wilkes-Barre, PA 18766

Name: _____
First M.I. Last

Wilkes WIN# / SS#: _____ Home Phone: _____

Home Mailing Address: _____
Street

_____
City State Zip

Work Phone: _____ Cell Phone: _____

Bethlehem SD email address: _____

Personal email address: _____

By completing and signing this form, you agree to the following:

- I am a Bethlehem Area School District (BASD) employee eligible for tuition reimbursement.
- **Must Circle One: Full-time Part-time -** (_____ % paid by BASD)
- I plan to enroll in courses at Wilkes University during the current fiscal year.
  - **Please indicate what semester(s) and year you may register for a course:**
    Summer 20_____ Fall 20_____ Spring 20_____
- I understand I must also complete required forms for BASD in order to receive tuition benefits for **approved Wilkes courses offered on-site @ the Bethlehem SD only.** Third party billing is not available for online courses, PLS courses, or Wilkes courses offered at other site locations.
- I want Wilkes to bill Bethlehem SD directly for tuition for Wilkes/BASD site approved courses.
- I grant Wilkes University permission to release my grades earned in the approved courses to Bethlehem SD for verification of the tuition reimbursement amount earned.
- I understand that if I fail to meet the BASD grade requirement for full tuition payment, that I will pay Wilkes University the tuition balance due for each course.

I understand I need to re-submit this form for each fiscal year (Summer/Fall/Spring) that I intend to take graduate courses for Wilkes University credit @ BASD. I also understand that I must notify Wilkes University of any change in my tuition benefit employment status with Bethlehem SD.

_____ _____
Signature date

It is recommended forms be submitted no later than May 31 for each upcoming academic/fiscal year. Form is valid for that full academic year only (Summer/Fall/Spring semesters). A new Form must be re-submitted for each new fiscal year.

(3/18/2011)