



## **Education Benefit Manual - Purdue University Campuses**

April 2, 2018

Welcome to Purdue University Global (Purdue Global). We're looking forward to having you join us on your educational journey using the Educational Benefit. This manual will help you enroll into one of our programs. Each of the steps will help ensure that you are admitted without delay.

For information regarding the Education Benefit, please review the Purdue University Education Benefit for Purdue University Global Online Programs Guidelines. These guidelines can be found,

<https://www.purdue.edu/hr/Benefits/currentEmployees/feeRemission/index.html>

### **The Guidelines**

Once you determine the program you would like to pursue, be sure to go to [PurdueGlobal.edu](http://PurdueGlobal.edu) to see what your options are for beginning your education. We have several starts a year for each program as you can see in the calendar below.

Admissions Advisors will work with you to ensure you are ready to start your educational journey on your desired start date. Since Purdue Global has a rolling admissions calendar, there will always be several start dates available for enrollment at any given time.

You must be enrolled at least fifteen days before the start of the program. If we are overwhelmed with requests, it's possible that you might have to delay your start by a term or two. We'll let you know.

There is a limit to the number of enrollments, under this Education Benefit, Purdue Global can accept, per term. If the requested term is full, an admissions advisor will let you know what the next available start is.

Example Calendar

The calendar below presents an example of term start dates (green), as well as the last day to enroll (red), aligning with the 15-calendar day requirement. Please note that not all programs are available for each start date.

May-18							Last Date to Enroll	For Start Date
S	M	T	W	TH	F	S		
		1	2	3	4	5	May 1, 2018	May 16, 2018
6	7	8	9	10	11	12	May 22, 2018	June 6, 2018
13	14	15	16	17	18	19	June 20, 2018	7/5/2018 (holiday factored in)
20	21	22	23	24	25	26	July 3, 2018	July 18, 2018
27	28	29	30	31			July 17, 2018	August 1, 2018
Jun-18								
S	M	T	W	TH	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
Jul-18								
S	M	T	W	TH	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31	1-Aug					

## The Process

### Step 1:

Please complete the *Intake Form*. You will complete it for yourself or for your family member who would like to use the Education Benefit.

The form consists of three main sections; employee information, student information, and program information. The employee information section is required to conduct the verification process. The student information section is required to create and/or update a student file for Purdue Global. See Appendix A below for a sample *Intake Form*.

All three sections of the Intake Form should be completed in their entirety, so as not to delay the process.

### Step 2:

You will submit the *Intake Form* to Purdue Global via email with the subject line requirements below. Attach the *Intake Form* to the email. Using this address and subject line will help us respond as quickly as we can.

**Email Address:** [edbenefits@purdueglobal.edu](mailto:edbenefits@purdueglobal.edu)

**Subject Line:** Program of Interest + New or Returning

*Program of interest examples: BS in Business, MS in Information Technology, AAS in Legal Studies, Corrections Certificate*

New student: Has never attended (enrolled/posted attendance) Purdue Global or Kaplan University, including Concord Law School.

Re-entry student: – Has attended (enrolled/posted attendance) Purdue Global or Kaplan University, including Concord Law School.

Once you send your email message with the Intake Form attached, the Purdue Global Admissions department will respond within three (3) business days.

*New Students* – Once the *Intake Form* is completed in its entirety, Admissions will start the Verification process.

*Returning Students* – Once you have received clearance to return to Purdue Global the admissions advisor will assist you with the re-entry process.

### Step 3:

We need to verify the information you send us. Admissions can begin the admissions process once verification is complete. The Verification Form consists of four sections; employee information, student information, program information, and verification and signatures. See Appendix B below for a sample *Verification Form*.

#### Required Acknowledgements/Verification:

1. *Employee Acknowledgement* - You will be required to review and acknowledge the information is accurate.
2. *Employee's Department Head* - Your department head will acknowledge you are using your benefit, approve the credit hour commitment, and verify family status.
3. *Human Resources* - Human resources will verify your date of hire, your employee status, and the discount percentage.
4. *Business Office* - For Returning Students ONLY - The business office will verify the student is eligible to return to Purdue Global in the program of interest indicated.

All acknowledgements and verification(s) are required to begin the admissions process. Please make sure the form is complete to ensure timely submission.

The Education Benefit is available for you and your family. We hope it gives you the edge to conquer what's next.

## Appendix A - Intake Form Sample

### Employee Information

#### Employee Information

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE ID (PUID): \_\_\_\_\_

CAMPUS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_

WORK EMAIL: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

DEPARTMENT HEAD NAME: \_\_\_\_\_ DEPARTMENT HEAD EMAIL: \_\_\_\_\_

STUDENT STATUS:  NEW STUDENT\*  RE-ENTRY STUDENT†

\*New student — Has never attended (enrolled/posted attendance) Purdue Global or Kaplan University, including Concord Law School.

† Re-entry student— Has attended (enrolled/posted attendance) Purdue Global or Kaplan University, including Concord Law School.

#### EMPLOYEE RELATIONSHIP TO STUDENT:

Select the relationship of the student to the employee. Select only **one** option.

SELF

#### IMMEDIATE FAMILY:

Spouse  Child  Stepchild  Son-in-law  Daughter-in-law  Grandchild  Step-grandchild

### Employee Information Guide

Employee Name	Name of the employee requesting to use their educational benefit.
Employee ID (PUID)	The employee ID.
Employee Campus	The Purdue campus the employee is employed with. Example: Purdue University Campus - Lafayette
Employee Department	The department within the campus the employee works in. Example: Research and Analysis
Employee Position	The position/title of the employee. Example: Academic Advisor
Employee Email	The employee's work (company) email address. This email address will be used during the verification process.
Employee Work Phone	The employee's work (company) phone number. This phone number will be used by Admissions to contact the employee to start the verification process.
Employee Department Head Name	The department head will be required to acknowledge the employee requesting to use this benefit.

Employee Department Head Email	The work email address for the department head of the employee.
Student Status	New Students are students who have never enrolled/attended Purdue Global, Kaplan University, or Concord Law School.  Re-Entry Students are students who have enrolled/attended Purdue Global, Kaplan University or Concord Law School and are interested in returning to Purdue Global or Concord Law School. Re-Entry students are considered a returning student <b>regardless</b> if the education benefit has been used or not.
Employee Relationship to Student	Self - Student is the employee  Immediate - Student is an approved family member of the employee

**Student Information**

**Student Information** .....

Complete the student's information. Employees requesting to use the benefit for themselves, must also complete this section.

STUDENT FIRST NAME: \_\_\_\_\_ STUDENT LAST NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Is the student or student's spouse, a U.S. servicemember, reservist, or veteran?  Yes  No  Unsure

Student Information Guide

Student Contact Information	Student current contact information.  Student as the employee, this information should be your home address, personal email address and personal phone number.
Military Question	It is a requirement for Purdue Global to capture military status, even if benefits are not being used.

## Program Information

### Program Information

Students can review Purdue University Global programs and start dates at [www.PurdueGlobal.edu](http://www.PurdueGlobal.edu).

PROGRAM OF STUDY: \_\_\_\_\_ DESIRED START DATE: \_\_\_\_\_

### Program Information Guide

Program of Study	The program of study/interest is required to connect the student to the correct advisor.
Start Date	The start date in which the student would like to begin.  Not all start dates are available for all programs.  If for any reason a student cannot be enrolled into the start date of choice, admissions will discuss the next available start date for the program of study.

## Appendix B - Verification Form Sample

### Employee Information

**Employee Information** .....

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE ID (PUID): \_\_\_\_\_

CAMPUS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_

WORK EMAIL: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

STUDENT STATUS:     NEW STUDENT\*     RE-ENTRY STUDENT\*

\*New student—Has never attended (enrolled/posted attendance) Purdue Global or Kaplan University, including Concord Law School.  
† Re-entry student—Has attended (enrolled/posted attendance) Purdue Global or Kaplan University, including Concord Law School.

**EMPLOYEE RELATIONSHIP TO STUDENT:**

Select the relationship of the student to the employee. Select only **one** option.

SELF

IMMEDIATE FAMILY:

Spouse     Child     Stepchild     Son-in-law     Daughter-in-law     Grandchild     Step-grandchild

### Employee Information Guide

Employee Name	Name of the employee requesting to use their educational benefit. Employees should confirm their legal name.
Employee ID (PUID)	The employee should confirm the employee ID is correct.
Employee Campus	The employee should confirm the campus is correct.
Employee Department	The employee should confirm the department within the division/company the employee works in. Example: Research and Analysis
Employee Position	The employee should confirm their position/title. Example: Director of Admissions
Employee Word Email	Employee work email
Employee Work Phone	The employee should confirm their work (company) phone number.
Student Status	The employee should confirm the student status is correct.  New Students are students who have never enrolled/attended Purdue Global, Kaplan University, or Concord Law School.  Re-Entry Students are students who have enrolled/attended

	Purdue Global, Kaplan University or Concord Law School and are interested in returning to Purdue Global or Concord Law School. Re-Entry students are considered a returning student <b>regardless</b> if the education benefit has been used or not.
Employee Relationship to Student	The employee should confirm the student relationship status is correct.

**Student Information**

**Student Information** .....

Complete the student's information. Employees requesting to use the benefit for themselves must also complete this section.

STUDENT NAME: \_\_\_\_\_ CVUE NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Is the student or student's spouse, a U.S. servicemember, reservist, or veteran?  Yes  No  Unsure

Student Information Guide

Student Contact Information	The employee should confirm the student information is correct.  *Student CVue Number will be provided by admissions.
Military Question	The employee should confirm the student military status is correct.

**Program Information**

**Program Information** .....

PROGRAM OF STUDY: \_\_\_\_\_ DESIRED START DATE: \_\_\_\_\_

Program Information Guide



Program of Study	The employee should confirm the program of interest is the correct program. In some cases, the program of interest is required during the verification process.
Start Date	The employee should confirm the start date is correct.

**Verification and Signatures**

**Verification and Signatures** .....

**Employee**

By signing this form, I, the employee, acknowledge the information is accurate and understand verification does not guarantee admissions into a program at Purdue Global.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Department Head**

By signing this form, I, as the Department Head, have reviewed and acknowledge the request to use the Education Benefit at Purdue Global.

**Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources**

I have reviewed the employee's request to enroll into a program at Purdue Global.

**Employee Date of Hire:** \_\_\_\_\_

**Employee Status:**  Full-Time Status  Part-Time Status

**Discount Percentage:** \_\_\_\_\_  Verified  Not Verified

**HR Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purdue Global Business Office**

I have reviewed the employee's request to enroll into a program at Purdue Global.

Verified  Not Verified

**Business Office Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature and Verification Guide

Employee	Employees are required to acknowledge the information in the verification form is accurate in order to receive their educational benefit. Verification does not guarantee admissions into the program of study at Purdue Global.
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Employee Department Head	The department head of the employee is required to acknowledge their employee is requesting to use the education benefit.
Human Resources	Human resources will verify the employee is eligible to use the benefit (for themselves or family member).
Business Office	Business office, in some instances, is required to verify the student is eligible to take the program of study. The Business Office will review students on a regular basis to confirm continued eligibility.