

Duke University
Education Allowance Long Term International Program
Application

[For Those on International Assignment]

Purpose: To provide Duke employees on long-term assignment with an education allowance to assist in defraying those costs necessary for their children to obtain adequate educational services in the host country which are ordinarily provided without charge by the public schools in the employees' home country. See the Education Allowance Long Term International Policy at

<http://www.hr.duke.edu/policies/international/index.php>.

Parent's Instructions:

1. Please complete, sign and return the Duke University Education Allowance (Long Term) form to your Department Head.
2. Be sure to certify that your child is an eligible dependent under the Education Allowance Long Term International Policy.
3. Upon receipt of the application and invoice your department head will determine eligibility, calculate the eligible amount for the Education Allowance and process the necessary paperwork. Your department will complete an iForm Supplement. The payment will be included in your monthly paycheck.
4. You are responsible for completing and submitting the form a month in advance of any tuition deadlines.

The Duke University Education Allowance Form is applicable **only to elementary school (grades kindergarten and 1-8 or equivalent) or secondary school (grades 9-12 or equivalent)** not requiring mandatory denominational religious instruction and providing an educational curriculum and services reasonably comparable to those normally provided without charge in public schools in the United States. Please also include tuition statement. Duke is unable to authorize a payment based on estimated amounts.

Determination of Award Amounts: Duke's education allowance is the amount listed in the U.S. State Department Standardized Regulations. The rates are located on the U.S. Department of State website:

http://aoprals.state.gov/Web920/allowance.asp?menu_id=95 and are set by location.

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Read the accompanying policy for completing this form for the academic year.
Please Note: Information is available at <http://www.hr.duke.edu/policies/international/index.php>

To Be Completed By Parent/Employee:			
Is this a Long Term International Assignment (1 year or more)? <input type="checkbox"/> Yes <input type="checkbox"/> No. See your Department Head			
Employee Name: (Last, First)		Duke ID:	Date of Hire:
Address:		City:	State:
Zip:	Home Phone:	Payroll Frequency: <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly	Email Address:
Work Phone:	Employed at: <input type="checkbox"/> Duke Univ/Med Ctr <input type="checkbox"/> Health System	Employment Status: Long Term International Assignment is in: _____ (Country)	
Student Name: (attach a birth certificate or adoption papers to certify eligibility)		Student Date of Birth: Grade in School:	
Student is my: <input type="checkbox"/> Natural <input type="checkbox"/> Adopted <input type="checkbox"/> Stepchild <input type="checkbox"/> Dependent of Same-Sex Spousal Equivalent			
Name of School:			
Currently, educational allowances provided by Duke University are reportable income under the provisions of the U.S. Internal Revenue Code.			
<input type="checkbox"/> I certify that my child <u>IS</u> an eligible dependent and will accompany me on my long term assignment.			
<input type="checkbox"/> I certify that I understand that the Education Allowance benefit is reportable income under the provisions of the U.S. Internal Revenue Code.			
I certify that all of the above information is correct. I understand that fraud or misrepresentation of fact made on the enrollment form may result in termination of my benefits under this program.			
Employee Signature		Date	
Department Head Signature		Date	