



DUKE CHILDREN'S CAMPUS SUBSIDY APPLICATION FORM

Eligibility: Duke Children's Campus tuition subsidy is subject to funding through annual grants. To apply you must meet the following criteria:

- Be a regular employee of Duke University or Health System.
- Work at least 30 hours per week.
- Have an annual family income of less than \$75,000.
- Have a child enrolled at the Duke Children's Campus (DCC) or have received an offer of enrollment.

Process: Please reference the ['Process for Subsidy Application'](#) document for supporting information and a full description of eligibility criteria and procedures.

- Complete this form and submit to Duke HR, Office of Staff and Family Programs along with a copy of your most recent tax return. The address and fax number appears below.
- If family income is below \$45,000:
 1. You must first check your eligibility for Department of Social Services (DSS) state or county child care tuition assistance grants.
 2. Please provide a letter from DSS or other agency stating that you have applied and were not awarded a tuition assistance grant or indicating the amount of DSS tuition grant to be awarded. Once your application has been reviewed, you will receive notification of your Duke Children's Campus subsidy status within two business days.
- Parent eligibility must be renewed annually. Duke HR, Office of Staff and Family Programs will notify you.

Name of Duke Parent: _____ Duke ID: _____
Last First

Phone Numbers: _____
Work Home Cell

Mailing Address: _____ Email: _____

Name of child (children) for whom Duke Children's Campus tuition subsidy is being sought (maximum of 2).

Child 1: _____
Last First Date of Birth

Child 2: _____
Last First Date of Birth

Parent Signature: I attest that the information provided above is true and that the attached documentation is valid. I understand that I am required to immediately notify Duke Human Resources, Office of Staff and Family Programs if my family income changes significantly during the year and that my subsidy amount would be adjusted accordingly.

Signature (Duke Parent) Date

Attachments: _____ Copy of Tax Return for Year _____
_____ Letter Regarding DSS Assistance Grant (if applicable)

Duke HR, Office of Staff and Family Programs
Trent Hall, 154 Trent Drive, Durham, NC 27708-0520
Phone: 919-684-9040 Fax: 919-681-8427

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