Additional Instructions for submitting Form E-G3

“Request for Tuition Assistance – Graduate Courses – Taken at WU – Department / Grant Sponsored”

If you have any questions about filling out this form, please contact either of these two people, depending on the type of question you have.

Kim Olivastro - TUITION BENEFITS COORDINATOR
Day-to-day coordination of the employee, spouse and dependent child tuition assistance plans including related communications, forms, and reporting requirements. Responsible for invoices related to retirees and inactive employees. Prepares packets for new employee orientation. Processes employee benefit terminations and changes to benefits status.
Email: kolivastro@wustl.edu
Phone: (314) 935-5759
Fax: (314) 935-8198
Campus Box: 1190
Human Resources
Tuition Benefits Coordinator

Donna Lynn Bequette (Eligibility questions)
dbequette@wustl.edu
Phone: 935-8110
call her if you can’t reach Kim Olivastro

Victoria Sullivan (Financial questions, posting payment to student accounts)
victoria.sullivan@wustl.edu
Phone: (314) 935-5786
fax: (314)935-9798
Campus Box 1147
Accounting Services
Accts Receivable Representative

Be sure to sign and date the form on page 1 and on page 2. The same is true for your supervisor. Original applications and signatures are required, so faxes will not be valid.

Payment is not allowed for auditing a course (rather than taking it for credit/grade), so call Kim before you submit the form if you have a question in this regard.