

EMPLOYEE TUITION REMISSION APPLICATION

| Graduate Co | ourses 🗌 Underg | raduate Courses | |
|---|---|---|--|
| Employee's Name | Department_ | | |
| Employee ID Number | Full Time Emp | loyment Date | |
| 1.) Course | 2.) Course | | |
| Time Offered | Time Offere | Time Offered | |
| Number of Credits | Number of 0 | Number of Credits | |
| Semester | Semester | | |
| 3.) Course | | | |
| Time Offered | Employee Sign | nature | |
| Number of Credits | Supervisor Au | Supervisor Authorization | |
| Semester | | | |
| This Statement of Eligibility, when properly endorsed ea Departments, confirms that the student named is eligible their choice in accordance with regular institutional adm policies and procedures. Applicants must also maintain FOR HUMAN RESOURCES USE ONLY | e for the tuition benefit. nission standards and i | Applicants must be admissible at the institution of must comply with all of the institution's financial aid | |
| Employee's Job Title | | Eligibility Date | |
| Date of Hire | | | |
| Signature of a Human Resources Representative | Date | | |
| FOR FINANCIAL AID USE ONLY | | | |
| Students credit eligibility 6 (Part Time) 18 (Full time) | | | |
| Signature of Financial Aid Representative | | Date | |

Specific information regarding the tuition benefit is available through the Human Resource and Financial Aid, offices. It is also available via the Internet in the Human Resources Policies and Procedures Manual. Employees are encouraged to read the policy, which includes form deadlines, maximum benefits, fees, etc.