



EMPLOYEE TUITION REMISSION APPLICATION

Graduate Courses Undergraduate Courses

Employee's Name _____ Department _____

Employee ID Number _____ Full Time Employment Date _____

1.) Course _____ 2.) Course _____

Time Offered _____ Time Offered _____

Number of Credits _____ Number of Credits _____

Semester _____ Semester _____

3.) Course _____

Time Offered _____ Employee Signature _____

Number of Credits _____ Supervisor Authorization _____

Semester _____

This Statement of Eligibility, when properly endorsed each academic year by the Human Resources and the Financial Aid Departments, confirms that the student named is eligible for the tuition benefit. Applicants must be admissible at the institution of their choice in accordance with regular institutional admission standards and must comply with all of the institution's financial aid policies and procedures. Applicants must also maintain good academic standing and satisfactory academic progress.

FOR HUMAN RESOURCES USE ONLY

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.