



Application for Employee Tuition Discount

Policy: Full-time employees, whose employment is not incidental to education, are eligible to take 6 undergraduate credit hours tuition-free per semester (benefit does not apply to summer sessions). Qualifying employees will be awarded current tuition remission according to the guidelines of the graduate tuition scholarship found in the *Administrative and Support Staff Handbook*. The number of hours that may be taken during working hours will be limited to three (3) during any one semester. Time away from the employee's scheduled workday must be made-up or the hours not reported to payroll. Prior approval by his/her immediate supervisor should be obtained before scheduling a class.

DEPENDENT TUITION DISCOUNT POLICY: Please reference the *Administrative and Support Staff or Faculty Handbooks* for guidelines that apply to dependents.

This discount does not apply to fees other than tuition. The employee tuition discount and other institutional aid (academic scholarships and grants) cannot exceed the cost of tuition.

Employee's Name _____ ID# _____

Staff Faculty Administration Full Time Part Time

PROGRAM OF STUDY:

Undergraduate Graduate
 Division of Adult Learning Dual Enrollment

Student's Name if other than Employee _____

Relationship To Employee: _____

Spouse Unmarried Dependent Tuition Waiver Exchange Program

Student's ID# _____ Expected Number of Credit Hours _____

Semester of study requested _____

SIGNATURE OF APPLICANT _____

(Date)

Human Resource Use Only:

Benefit % _____
 Hour Limit _____
 Approval _____

Student Financial Services Use Only:

Award Amount _____
 Approval _____