

Tuition Remission Annual Renewal Employee Degree Seeking Programs

Employees who have been previously approved by the Financial Policies and Procedures (FP&P) Committee for tuition remission and are actively participating in a degree program, must complete the Tuition Remission Annual Renewal form.

To apply for renewal of your Tuition Remission benefit, you will need to do the following:

- Complete this Tuition Remission Annual Renewal form at the beginning of each academic year and submit to Human Resources for processing.
- This form will update Human Resources and Student Financial Services (SFS) on the employee's academic status to ensure the appropriate amount of the tuition remission benefit is applied to the account.
- If there are changes in enrollment during the academic year, please contact SFS so the tuition remission is adjusted accordingly.
- If you were previously awarded less than 100% of tuition remission by FP&P, you will be eligible to increase your tuition remission award annually as your years of continuous employment increases.

All questions regarding the Tuition Remission Policy and all concerns or appeals, etc. should be directed to Human Resources. For more detailed information, the Tuition Remission policy can be found in the Employee Manual under Section VII – Benefits, Educational Benefits.

Name _____ Employee ID _____ Date of Hire _____

What department do you work in? _____ Position _____

What degree are you pursuing? _____

Program: *Undergrad* *Online* *Adult Evening* *Graduate* *Doctoral*

Program Start Date: _____ Anticipated date of program completion: _____

Number of Credits Anticipated for Current Year:

Fall _____ Spring _____ Summer _____

I understand and agree to the following:

1. Employees participating in a degree program are expected to successfully finish the degree. In the event the employee resigns or is terminated before the completion of the degree, the tuition remission granted will end upon termination date.
2. Employees must complete the Tuition Remission Annual Renewal form at the beginning of each academic year and submit to Human Resources for processing. If Employees do not complete the applicable form annually, tuition remission funds will not be applied to the owing balance.
3. This benefit is contingent upon class size and availability.
4. I have read and agree to the terms outlined in the Tuition Remission Policy.

Employee (Dynamic Approval Stamp) _____

Supervisor Approval (Dynamic Approval Stamp) _____

Human Resources:

Date Received: _____ Hire Date: _____ FTE _____

Approved: YES NO

Percentage of Tuition Granted: Fall _____ Spring _____ Summer _____

Notified applicant of determination.
(Remind employee to contact Admissions to begin the enrollment process.)

_____ Date SFS Notified _____ Date Payroll Notified

_____ Date Accounting Notified _____ Date ADP Updated

HR Approval (Dynamic Approval Stamp) _____