

Tuition Remission Application

Employee Degree Seeking Programs

In addition to the eligibility requirements in the Tuition Remission policy located in the Employee Manual, you are eligible for this tuition remission benefit if you are a full-time employee (.75 FTE or greater) and are pursuing a Northwest University degree. You are eligible for tuition benefits based on your continuous years of employment as follows:

Undergrad, Online, Graduate and Doctoral Degree Programs:

- During the Employee's Second Year of Continuous Employment - 50% (*no benefits are available until you have completed one (1) year of continuous employment*)
- During the Employee's Third Year of Continuous Employment - 75%
- During the Employee's fourth year and beyond of continuous employment – 100%

To apply, you will need to do the following:

- Submit your application to your supervisor for approval (after completing one (1) year of continuous employment) BEFORE the following dates to be considered for this benefit:
 - Fall term – July 1st
 - Spring term – November 1st
 - Summer term – March 1st
- Attach a separate letter describing how your completion of the program will benefit your work at Northwest University. Make your strongest case asking for the University's assistance in pursuit of your degree.

Your application will be processed as follows:

- Your Supervisor will review and make a recommendation to the appropriate Vice President.
- The Vice President will make a recommendation to the FP&P Committee.
- The FP&P committee will decide based on the merit of the application and the recommendations of the Supervisor and Vice President.
- Final decisions are made at the sole discretion of the University.
- You will be notified of the final decision via email.

If an award is made:

- The award may be given in increments of 50%, 75% or 100% of tuition. (All other charges, including books and fees, are the employee's responsibility.)
- If you are 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.
- You will be expected to complete the program and earn the degree.
- You will be expected to represent the University in a professional manner and as a loyal employee.

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 follow:

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.

Employee Signature (Dynamic Approval Stamp) _____

Supervisor Approval (Dynamic Approval Stamp) _____

If supported, forward application to the Vice-President.
Vice President Approval (Dynamic Approval Stamp) _____

If supported, forward application to the Executive Assistant to the CFO for FP&P approval
FP&P Committee Previous Approval

- Tuition Remission Granted: YES NO

- Percentage of Tuition granted for current year:

 Fall _____ Spring _____ Summer _____

- Percentage granted after federal financial aid consideration: YES NO

F P & P Approval (Dynamic Approval Stamp) _____

Forward application to Human Resources
Human Resources Processing:

Date Received _____ Hire Date _____ FTE _____

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

_____ Date SFS Notified

_____ Date Payroll Notified

_____ Date ADP Updated

_____ Date Accounting Notified

HR Approval (Dynamic Approval Stamp) _____