

# Tuition Remission Application

## Employee Personal Enrichment

### Eligibility Requirements for Full-time Employees (.75 FTE or greater):

- Two courses per fiscal year (June 1 – May 31), regardless of program, schedule, or number of credits.
- Courses may not be taken in the same term or overlap.
- Courses may be taken for credit or audit.
- Eligible employees are responsible for all associated fees and expenses (books, materials, registration fee, course fee, activity fee, library fee, lab fee, etc.) outside of the tuition charge.
- This benefit does not include private instruction or music lessons.

### Eligibility Requirements for Part-time Employees (less than .75 FTE):

- May audit one course per fiscal year.
- Adjunct faculty members are welcome to receive this benefit during any academic or calendar year in which they teach.
- Eligible employees are responsible for all associated fees and expenses (books, materials, registration fee, course fee, activity fee, library fee, lab fee, etc.) outside of the tuition charge.
- This benefit does not include private instruction or music lessons.

### To apply, you will need to do the following:

- Submit your Tuition Remission – Personal Enrichment Application for approval to your supervisor thirty (30) days prior to the specific class start date.
- If your supervisor approves the form, the employee needs to email the completed application to Human Resources (hr@northwestu.edu).
- Human Resources will communicate your award to Student Financial Services.

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 \_\_\_\_\_

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

Term <i>(Fall 20XX)</i>	Dept. <i>(BIBL)</i>	Number <i>(1103)</i>	Section <i>(01)</i>	Course Title <i>(OT History &amp; Literature)</i>	Credits <i>(3)</i>	Audit or Credit

**I understand and agree to the following:**

1. Employees using the Personal Enrichment benefit need to annually renew using the Personal Enrichment Tuition Remission form.
2. 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** (Dynamic Approval Stamp) \_\_\_\_\_

**Supervisor Approval** (Dynamic Approval Stamp) \_\_\_\_\_

**Human Resources Processing:**

Date Received \_\_\_\_\_ Hire Date \_\_\_\_\_ FTE \_\_\_\_\_

Date Updated in ADP \_\_\_\_\_ Sent to SFS \_\_\_\_\_

**HR Approval** (Dynamic Approval Stamp) \_\_\_\_\_