MUSKINGUM COLLEGE
TUITION REMISSION APPLICATION

Date of This Application: _____

Employee's Name: _____ Date Employed: _____

REQUEST IS FOR: (Please Circle)

1ST SEMESTER	2ND SEMESTER	1ST & 2ND SEMESTERS
FULL TIME STUDENT	PART TIME STUDENT	DEGREE SEEKING STUDENT

_____ Academic Year/Semester to Which Tuition Remission is to Apply

_____ Employee ID Number

_____ Does prospective student hold a bachelor's degree?

Please indicate your tuition remission request by checking the appropriate information. Proof of dependent status per IRS regulations may be required. Tuition Remission applies to undergraduate academic school year only and does not apply to summer school, conference courses, etc. **Full-time employees taking undergraduate courses are required to submit a Tuition Remission application prior to the opening of each semester.**

REQUEST IS FOR:

1. _____ Employee — Any eligible employee wanting to take a course under tuition remission must have approval from the immediate supervisor. The supervisor should indicate approval by signing this form.

_____
Signature of Immediate Supervisor

2. _____ Spouse

_____
Name

3. _____ Dependent Child

_____
Name Age

REQUEST IS FOR:

Employee (per eligibility requirements):
_____ Tuition Remission for Credit
_____ Tuition Remission for Audit

Dependent/Spouse (per eligibility requirements):
_____ From One Course Up to a Full Load, Credit
_____ One Course, Credit
_____ One Course, Audit
_____ One Course
_____ Concurrent High School Student
_____ Off-Campus Tuition Exchange Program
(Additional application process required through Student Financial Services. It is helpful to begin this process one year in advance.)

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HUMAN RESOURCES OFFICE USE ONLY

_____ Tuition Remission Approved as Requested

_____ Tuition Remission Denied

If Denied, Reason for Denial:

_____

_____

Account:

_____ Faculty

_____ Staff

_____ Professional Non-faculty

ROUTE TO:

_____ _____
Human Resources Director Date

_____ _____
Manager, Student Accounts Date

_____ _____
Director of Operations, Student Financial Services Date

_____ _____
Return to Human Resources Director Date

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Full-time undergraduate students who are applying for tuition remission are required to seek all sources of state of Ohio financial assistance for which they are eligible before tuition benefits can be applied. Federal financial assistance and scholarships, where applicable, may be applied to living expenses.

STUDENT FINANCIAL SERVICES OFFICE USE ONLY

Eligibility for federal and state financial aid verified: Yes _____ No _____ N/A _____

Student Financial Services Staff Signature _____ Date _____

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