

# TUSCULUM COLLEGE

## Tuition Remission Application for Faculty and Staff – Undergraduate and Graduate Degree

### Please read before completing this application:

Tusculum College requires that individuals making application for this program meet all current admission requirements of the College program, and if you are applying for the Undergraduate Degree, to file a Free Application for Federal Student Aid (FAFSA). Applicants to the Master's Degree programs are exempt from the FAFSA requirement policy adopted by The Board of Trustees. If you are interested in obtaining Un-Subsidized Federal Student Loans you will need to complete the FAFSA. In order to be eligible for the tuition remission program, all dependents must qualify as an IRS dependent. **An employee must complete one year of consecutive, full-time employment prior to being eligible to apply for this Tuition Remission.**

If you, the applicant, are enrolled in or will enroll in a degree-seeking program at Tusculum College, you are required to submit any documents required by the Office of Financial Aid and Student Campus Employment (copies of federal tax return transcripts may be necessary). Tuition Remission will be limited to tuition for a single program of study or a single class. If you are eligible for federal grants, state grants or scholarships, these amounts will be used to reduce the amount of your Tuition Remission. Only the Bachelor's Degree program is available to spouses and/or dependents. **Once you have completed this application, please submit to Tusculum College Human Resources, PO Box 5093, Greeneville, TN 37743 by January 15<sup>th</sup>.**

Award Year \_\_\_\_\_ Degree Program \_\_\_\_\_ Hours Completed \_\_\_\_\_

Employee's Name \_\_\_\_\_ Department \_\_\_\_\_ Student ID \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Please indicate the program in which you are enrolled.

Undergraduate Level: \_\_\_\_\_ Residential \_\_\_\_\_ GPS Gateway \_\_\_\_\_ GPS Bachelor's Degree \_\_\_\_\_ Single Class

Graduate Level: \_\_\_\_\_ MBA \_\_\_\_\_ MAT \_\_\_\_\_ HRD \_\_\_\_\_ EDUC - C&I

**By signing this form, I understand that the tuition remission is awarded based on employee eligibility and length of service with the college, as well as budget and funding considerations. I understand that the employee must complete one year of consecutive, full-time employment prior to being eligible to apply for this scholarship.**

*I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I agree that any misrepresentation, falsification or omission of facts thereon, regardless of when discovered, shall justify in no longer being eligible for the tuition Remission Program. My signature constitutes my agreement thereto in return for consideration of my application.*

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Supervisor Recommendation for Faculty and Staff Tuition Remission

I fully support the above employee in working toward their academic goal here at Tusculum College.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Human Resources Office Authorization Area

Employment Date: \_\_\_\_\_ Eligibility Date: \_\_\_\_\_

Employee meets eligibility requirements: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Comments: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Human Resources Office - Please send to Financial Aid, PO Box 5049)

### Financial Aid Office Authorization Area

Applicant meets all current admission requirements: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Comments: \_\_\_\_\_

Federal Student Aid Application (FASFA) Required: Yes \_\_\_\_\_ No: \_\_\_\_\_ FASFA Completed: Yes \_\_\_\_\_ No: \_\_\_\_\_

Program Approved: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Reason Denied: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_