

TUSCULUM UNIVERSITY

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

Please read before completing this application:

Tusculum requires that individuals making application for this program meet all current admission requirements of the Tusculum 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. **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, 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. **Once you have completed this application, please submit to Tusculum Human Resources, PO Box 5093, Greeneville, TN 37743 by January 15th.**

Academic Award Year _____

Employee's Name _____ Department _____ Employee ID _____

Phone Number _____ Address _____ Apt. # _____

City, State & Zip _____

Please indicate the Degree program in which you are enrolled

Single Class: _____ Residential _____ GPS _____ Online

Associates Degree (General Studies): _____ Residential _____ GPS _____ Online

Undergraduate Level (Bachelors): _____ Residential _____ GPS _____ Online

Graduate Level (Masters): _____ Residential _____ GPS _____ Online

Please indicate the Program of Study in which you are enrolled

Bachelors Program of Study

Masters Program of Study

_____ Business Administration (BSBA)

_____ Business Administration (MBA)

_____ Management (BSM)

_____ Education Curriculum & Instruction (EDUC - C&I)

_____ Healthcare Management (BSHCM)

_____ Accountancy (MACC) *(Coming soon-pending SACA_COC approval)*

_____ Information Technology (BSIT)

_____ Talent Development (MTD)

_____ Interdisciplinary Studies (Licensure K-5)

_____ Family Nurse Practitioner (MSN)

_____ Psychology-Behavioral Health Concentration

_____ Teaching (MAT)

_____ Talent Development

_____ Other (Please list) _____

By signing this form, I understand that the tuition remission is awarded based on employee eligibility and length of service with the Tusculum, 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- (Required)

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

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)