

# TUSCULUM UNIVERSITY

## Tuition Remission Application for Faculty and Staff

***Please read before completing this application:***

Tusculum requires that individuals making application for this program meet all current admission requirements of the academic major, 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. If you are interested in obtaining Unsubsidized 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.

Tuition Remission does not cover fees, books or other program/ course costs. Associate's, bachelor's or master's tuition remission is available for the employee. Tuition remission will cover 100% of tuition for eligible persons and programs for undergraduate coursework. Tuition remission will cover 50% of tuition for eligible persons for master's degree courses. The employee must fulfill two (2) years of full-time employment upon completion of the tuition remission benefit period. Those who were enrolled and attended classes prior to July 1st will continue to be covered under the old tuition remission benefit policy until the completion of the degree program. Fees, books, and other program/course fees will not be covered.

**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

Undergraduate Level (Bachelors)

Associate Degree

Graduate Level (Masters)

**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 understand that the employee must fulfill two (2) years of full-time employment upon completion of the tuition remission benefit period. If the employee voluntarily resigns, retires, or is involuntarily terminated for misconduct, insufficient work performance, and/or violation of University policies prior to the two years of service after the completion of the benefit period, the employee will be required to reimburse the University for the pro-rated portion of the tuition benefit.**

*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)*