

## Employee Course Registration Form

Employees of the College may take academic courses at the College and receive a 100% tuition remission grant only. Employees are responsible for any fees additional to tuition. This benefit is available per semester (Fall, Spring, and Summer). This Benefit is available for spouse and dependents of qualifying employees at a reduced percentage. **Please complete this form and return to the Office of Human Resources. Please allow at least two weeks for processing.**

Application is for:

Employee                       Spouse                       Dependent

### EMPLOYEE INFORMATION

Name \_\_\_\_\_ Date of Hire \_\_\_\_\_  
Address \_\_\_\_\_  
Department \_\_\_\_\_ Supervisor \_\_\_\_\_  
Student ID# \_\_\_\_\_ Ethnicity \_\_\_\_\_ Date of Birth \_\_\_\_\_

### SPOUSE/DEPENDENT INFORMATION

Name \_\_\_\_\_

### COURSE INFORMATION:

Entry Term \_\_\_\_\_ (example, 2015 Spring Semester)  
Course Title \_\_\_\_\_ # of Credit Hours \_\_\_\_\_ Days \_\_\_\_\_ Time \_\_\_\_\_  
Course Title \_\_\_\_\_ # of Credit Hours \_\_\_\_\_ Days \_\_\_\_\_ Time \_\_\_\_\_  
Total Amount for Cost of Course(s) \_\_\_\_\_

When taking a course, consideration should be given to the continuing efficient operation of one's job and departmental needs during scheduled work hours. In addition, an employee's job performance must be at an acceptable level for an employee to be eligible for this benefit. Department heads must approve all requests for employee course registration and verification for eligibility must be completed by Human Resources.

I have read and understand the information above and discussed it with my supervisor.

Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED

Dept. Head \_\_\_\_\_

### **To be Completed by Human Resource & Student Accounts Office Only**

Date eligible \_\_\_\_\_ Eligible for % \_\_\_\_\_

Executive Director, Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Total amount of Tuition Remission: \_\_\_\_\_

Manager, Student Accounts: \_\_\_\_\_

Cc: Student Records  
Student Accounts  
Admissions  
Financial Aid