

REMISSION OF TUITION APPLICATION: Faculty/Staff

The Faculty/Staff remission of tuition is a fringe benefit to the employees of the University and not a student scholarship. The maximum amount of this benefit is 100% of the general tuition for undergraduate work and a charge for graduate work of \$20.00 per credit hour. As a fringe benefit, this amount will be applied first. The following guidelines apply for awarding of this benefit: Persons receiving remission of tuition must be employed at least half-time by the University. (Adjunct faculty and other temporary employees do not qualify for the benefit.) *[Eligible part-time employees may not take classes during their work schedule as assigned by their supervisor. Such work schedules must be in consecutive hours.]*

With supervisor(s) approval, faculty/staff tuition remission will be granted for graduate or undergraduate classes for the absence from the employee's workplace of no more than three (3) clock hours per calendar week during his/her regular work schedule. Employees who elect to take a class must reduce their lunch hour to thirty (30) minutes five days a week. This policy will be strictly enforced. Faculty/staff remission will be granted for additional undergraduate or graduate classes outside of the employee's regular work schedule with supervisor's approval. *[Partial online courses will be treated as regular courses. Staff enrolling in fully online courses must charge any seat time to annual leave.]*

Employees may take classes in summer sessions or mini-sessions during the employee's regular working hours with the following stipulations: Upon approval by the supervisor(s), employees wishing to enroll in summer- or mini-sessions must either adjust their summer work schedule and/or charge hours out of the office to annual leave. The supervisor(s) must verify that doing so will not adversely affect the productivity of the employee.

Employee Name _____	ID# _____	HSU Box _____	Ext. _____
Full Time _____	Part Time _____	Regular Work Schedule _____	
Remission requested for: Spring _____ Mini Session(Jan, May, or Aug) _____ Summer I _____ Summer II _____ Fall _____ Year _____			

Record Number	Course Title	Online?	Instructor	Day/Time

Employee must complete this section for mini-sessions or summer courses only. I propose to enroll in and receive remission for the above course(s) which is (are) held during my regular work schedule. If allowed to do so, I wish to (1)use annual leave while out of the office, and/or (2)adjust my work schedule as follows:

Employee: _____	Date _____
Immediate Supervisor: _____	Date _____
Director/other: _____	Date _____
Dean: _____	Date _____
Vice President: _____	Date _____
President (for direct reports only): _____	Date _____
The highest ranking supervisor in the approval process will notify the applicant in writing of the approval/denial of the request and, if approved, forward this form to Financial Aid.	