REMISSION OF TUITION APPLICATION: Faculty/Staff -- 2012 Revised 6/16/10

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. Any additional fees, such as the Garrison Center, Activity, Vehicle, Lab, Infrastructure, Health, and Technology, etc., are not covered by this benefit. 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. Remission of tuition will be limited to the total number of course credit hours allowable to recipients of academic scholarships (currently 16). [*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 ____ 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 the form to Financial Aid.