

Elizabethtown College

Undergraduate Tuition Remission form for EMPLOYEES and SPOUSES

This request form must be completed after the employee or spouse has applied for admission to Etown College and submitted to Human Resources prior to the start of any semester in which remission is requested.

Send the completed form to HR (hr@etown.edu).

➤ Employee Information

Name: _____ ID #: _____

Email Address: _____ Phone: _____

Address: _____ City, State, ZIP _____

Status: Full-time Part-time* Full-Time Hire Date: _____ Dept: _____
**part-time employees are not eligible for this benefit*

➤ This request is for: Employee Employee's Spouse (please complete next section)

➤ Spouse Information (only complete this section if the tuition remission request is for an employee's spouse)

Name: _____ Last 4 digits of SS#: _____

Email Address: _____ Phone: _____

Is spouse attending: Part-time Full-time If FT, spouse's major: _____

➤ Tuition Remission (for undergraduate education)

Semester and Year: _____ Is this for a study abroad semester?* Yes No

SCPS Session: _____ Course Name: _____

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SCPS Session: _____ Course Name: _____

**Study abroad must be a requirement of the major in order to use tuition benefits*

My signature provides authorization for my/my spouse's course grades to be released to Human Resources. My signature also signifies that I am aware of the full policy which can be found in the Employee and Faculty handbooks.

➤ **Employee's Signature:** _____ Date: _____
I certify that the information contained in this form is true and accurate.

➤ Approval (to be completed by Human Resources)

Approved Disapproved Reason for Disapproval: _____

\$20 fee to be assessed for course: Yes No

Signature of HR representative: _____ Date: _____

Cc: Requesting Employee, Financial Aid, Business Office