

# Elizabethtown College

## SGPS Undergraduate Tuition Remission Form for Employees, Spouses, and Dependent Children

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

### ➤ Employee Information

Send the completed form to HR ([hr@etown.edu](mailto:hr@etown.edu)).

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  Spouse  Child

### ➤ Spouse or Child Information (only complete this section if your request is for your spouse or child)

Name: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Enrollment Status:  Part-time  Full-time List major if full-time: \_\_\_\_\_

### ➤ Tuition Remission (for undergraduate education)

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

SGPS Session: \_\_\_\_\_ Course Name: \_\_\_\_\_

SGPS Session: \_\_\_\_\_ Course Name: \_\_\_\_\_

SGPS Session: \_\_\_\_\_ Course Name: \_\_\_\_\_

SGPS 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/child'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