

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).

Name: _____ ID #: _____

Email Address: _____ Phone: _____

Address: _____ City, State, ZIP _____

Status: Full-time Part-time Hire Date: _____ Dept: _____

➤ 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