

Tuition Remission Form

All students requesting tuition remission are required to complete this form prior to registration for each semester(s). Students are responsible for all application, administrative and class fees. Students with an account balance or those with a probationary status will not be allowed to register. Degree-seeking undergraduate students are still required to complete a Free Application for Federal Student Aid (FAFSA).

Please review the University Tuition Remission Policy available on the HR website regarding eligibility and exclusions before submitting form for to Human Resources.

EMPLOYEE INFORMATION

Employee Name (FIRST, MIDDLE INITIAL, LAST) _____

ID# _____

Position Full-Time Faculty Part-Time Faculty Full-Time or PT 30 Staff Part-Time 20 Staff Part-Time Coach Dominican Sisters

Department _____

STUDENT INFORMATION

Name (FIRST, MIDDLE INITIAL, LAST) _____

Date of Birth _____

ID# _____

Relation to employee	DU College	Semester	Status
<input type="checkbox"/> Self	<input type="checkbox"/> Rosary College (RCAS)	<input type="checkbox"/> Fall	<input type="checkbox"/> Full-Time
<input type="checkbox"/> Spouse	<input type="checkbox"/> Brennan School of Business (BSB)	<input type="checkbox"/> Spring	<input type="checkbox"/> Part-Time
<input type="checkbox"/> Dependent Child	<input type="checkbox"/> Health Sciences (CHS)	<input type="checkbox"/> Summer	<input type="checkbox"/> Student-at-Large* <small>FAFSA not required</small>
<input type="checkbox"/> Non-Dependent Child*	<input type="checkbox"/> Applied Social Science (CASS)	Year _____	<input type="checkbox"/> Other
<input type="checkbox"/> Niece/Nephew of Dominican Sister			

*Non-dependent children, as defined by the Dominican Tuition Remission Policy, must complete an eligibility waiver request, available in HR.

COURSE(S):

Section/Course #	Title	Days	Time	Credits	Add	Drop
TOTAL						

I have read and understand the provisions of the current Tuition Remission Policy. I agree to the terms and conditions outlined in the policy, (Available on the HR website).

Employee Signature Date AND _____
Student Signature (if not an employee) Date

OR

Employee Signature Date AND _____
Supervisor Signature (if an employee) Date

Note: FT faculty and staff may enroll in courses once their dean or supervisor has been notified. It is the shared responsibility of the employee and the dean or supervisor to ensure that class attendance and required coursework do not adversely affect the operation of the department.

HR Use Only

Waiver Request Received _____ (date)
 Committee Approval on _____ (date)

Full-time or PT 30 as of _____
 Part-time: Balance of credits _____
HR Approval _____
Date _____