

**CERTIFICATE OF ELIGIBILITY FOR SYSTEM WIDE TUITION REMISSION
FOR HIGHER EDUCATION EMPLOYEES**

<BENEFITED EMPLOYEES ONLY>

Before completing this form, please read carefully the Board of Higher Education System wide Tuition Remission Policy for Higher Education Employees to determine if you, your spouse, or your dependent child is eligible for tuition remission benefits. After completing the form, you must have it signed by both your Department Head and the College's Chief Human Resources Officer. You must then submit the form with your tuition bill to the College or University at which you, your spouse, or your dependent child are enrolled.

EMPLOYEE'S NAME

EMPLOYEE'S COLLEGE

TITLE AND DEPARTMENT

UNION AFFILIATION

RELATIONSHIP TO EMPLOYEE

**NAME OF INDIVIDUAL USING
TUITION REMISSION**

SELF

SPOUSE

DEPENDENT CHILD

*NON-DEPENDENT CHILD**

*State Colleges only

NAME OF COLLEGE/UNIVERSITY ATTENDING

SEMESTER: *FALL* _____ *SPRING* _____ *SUMMER* _____ *INTERSESSION* _____

ENROLLMENT STATUS: *FULL-TIME* _____ *PART-TIME* _____

EMPLOYMENT STATUS: *FULL-TIME* _____ *PART-TIME* _____

SIGNATURE OF EMPLOYEE

DATE

The individual named above is an employee of this College and meets the eligibility requirements for system wide tuition remission.

SIGNATURE OF EMPLOYEE'S DEPARTMENT HEAD

**SIGNATURE OF CHIEF HUMAN
RESOURCES OFFICER**

DATE

DATE

NOTE: This Certificate is valid for 120 days after the date of signature by the Chief Human Resource's Officer. A new certificate must be completed for each semester of study. This certificate is not transferable.