MUSKINGUM COLLEGE
TUITION REMISSION APPLICATION

Date of This Application: _________________________

Employee's Name: ___________________________ Date Employed: ____________

REQUEST IS FOR: 1ST SEMESTER 2ND SEMESTER 1ST & 2ND SEMESTERS
(Please Circle)

FULL TIME PART TIME DEGREE SEEKING
STUDENT STUDENT STUDENT

__________ Academic Year/Semester to Which Tuition Remission is to Apply

__________ Employee ID Number

__________ Does prospective student hold a bachelor's degree?

Please indicate your tuition remission request by checking the appropriate information. Proof of
dependent status per IRS regulations may be required. Tuition Remission applies to undergraduate
academic school year only and does not apply to summer school, conference courses, etc. Full-time
employees taking undergraduate courses are required to submit a Tuition Remission application
prior to the opening of each semester.

REQUEST IS FOR:

1. _____ Employee

Any eligible employee wanting to take a course under tuition
remission must have approval from the immediate supervisor.
The supervisor should indicate approval by signing this form.

____________________________________________
Signature of Immediate Supervisor

2. _____ Spouse

____________________________________________
Name

3. _____ Dependent Child

____________________________________________
Name Age

REQUEST IS FOR:

Employee (per eligibility requirements):
____ Tuition Remission for Credit
____ Tuition Remission for Audit

Dependent/Spouse (per eligibility requirements):
____ From One Course Up to a Full Load, Credit
____ One Course, Credit
____ One Course, Audit
____ One Course
____ Concurrent High School Student
____ Off-Campus Tuition Exchange Program
(Additional application process required through Student Financial Services. It is helpful
to begin this process one year in advance.)
Tuition Remission Approved as Requested

Tuition Remission Denied

If Denied, Reason for Denial:

________________________________________________________________________________
________________________________________________________________________________

Account:

____ Faculty
____ Staff
____ Professional Non-faculty

ROUTE TO:

______________________________ Date
Human Resources Director

______________________________ Date
Manager, Student Accounts

______________________________ Date
Director of Operations, Student Financial Services

______________________________ Date
Return to Human Resources Director

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Full-time undergraduate students who are applying for tuition remission are required to seek all sources of state of Ohio financial assistance for which they are eligible before tuition benefits can be applied. Federal financial assistance and scholarships, where applicable, may be applied to living expenses.

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STUDENT FINANCIAL SERVICES OFFICE USE ONLY

Eligibility for federal and state financial aid verified: Yes _____ No _____ N/A _____

Student Financial Services Staff Signature __________________________ Date ___________