

MUSKINGUM UNIVERSITY
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.)

HUMAN RESOURCES OFFICE USE ONLY

_____ Tuition Remission Approved as Requested

_____ Tuition Remission Denied

If Denied, Reason for Denial:

Account:

_____ Faculty

_____ Staff

_____ Professional Non-faculty

ROUTE TO:

Human Resources Manager Date

Manager, Student Accounts Date

Director for Student Financial Services Date

Human Resources Manager Date

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.

STUDENT FINANCIAL SERVICES OFFICE USE ONLY

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

Student Financial Services Staff Signature _____ Date _____
