

APPENDIX F
CERTIFICATE OF ELIGIBILITY FOR SYSTEM WIDE REMISSION FOR
HIGHER EDUCATION EMPLOYEES

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 are eligible for tuition remission benefits. After completing the form you must have it signed by both your Department Head and the College's Chief Personnel 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

Name of Individual Using Tuition Remission

Relationship to Employee
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 Head/Supervisor

Date

Signature of Chief/Department

Date

Signature of Personnel Officer (HR)

Date

This certificate is valid for 120 days after the date of signature by the Chief Personnel Officer. A new certificate must be completed for each semester of study. This certificate is not transferable.