

**GCU EMPLOYEE TUITION REMISSION APPROVAL FORM**

Please read **all** of the information below before completing and signing your request:

In order to qualify for tuition remission benefits, an employee/ Sister of Mercy must be active and scheduled to work during the semester for which the student is registered. Note: The Tuition Remission Policy applies to tuition only, not to any required fees. If an employee resigns during the period tuition remission is being sought, the cost of tuition will be the responsibility of the employee for the remainder of the semester.

**This form must be completed by the employee each semester**, verified by the Office of Human Resources and approved by the Office of Financial Aid **prior** to registration. **An Award Letter from the Office of Financial Aid notifies the applicant of eligible tuition remission discount indicating approval of tuition remission application. If there is a prior balance due, the "Tuition Remission Approval Form" may not be approved.** A non-refundable general fee is required at the time of registration. The processing fee also applies if the student audits a course. A late registration fee will apply if deadline is not met and must be paid at the time of registration. Students are responsible for other fees as required. **All undergraduate students must fill out a Free Application for Federal Student Aid (FAFSA) form from the Office of Financial Aid using Georgian Court University school code 002608. (Note: Pell Grant's eligibility is 3 credits)**

**Request for approval:**

Employee Name/RSM				
Department		Date of Hire as Full Time Employee		# of Full Time Work Hours/Week

**This tuition remission request is for:**

Name of Student		Social Security #	
Relationship to Employee/RSM			

<input type="checkbox"/>	Tuition remission for Employee/RSM for	<input type="checkbox"/> UG Degree	<input type="checkbox"/> GR Graduate	<input type="checkbox"/> Others, explain
<input type="checkbox"/>	Tuition remission for Spouse/Dependent (1 <sup>st</sup> undergraduate degree only)			
<input type="checkbox"/>	1/3 Tuition remission for Spouse/Dependent (1 <sup>st</sup> graduate degree only)			
<input type="checkbox"/>	Tuition remission for Sister/Brother/Niece/Nephew of RSM at GCU (1 <sup>st</sup> undergraduate degree only)			
<input type="checkbox"/>	1/3 Tuition remission for Sister/Brother/Niece/Nephew of RSM at GCU (1 <sup>st</sup> graduate degree only)			

**This tuition remission request is for semester:**

Semester	Fall	Spring	Intercession	Summer Session A - E
Year				

**Are you matriculating towards a degree? Yes  No  Please indicate the classes below:**

COURSE NAME	COURSE # & MEETING TIME	REQUIRED FOR DEGREE	
		YES	NO

I agree with the requirements outlined above and will comply accordingly:

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Print Name Date

**♦PLEASE FORWARD FORM TO THE OFFICE OF HUMAN RESOURCES FOR ELIGIBILITY VERIFICATION**

Verified by Human Resources  
\_\_\_\_\_  
Print Name & Signature of Authorized Representative Date

Approved by Financial Aid  
\_\_\_\_\_  
Print Name & Signature of Authorized Representative Date