

APPENDIX F

**CERTIFICATE OF ELIGIBILITY FOR STATEWIDE 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 is eligible for tuition remission benefits. After completing the form, you must have it signed by both your Department Head and the College's Director of Human Resources. You must then submit the form with your tuition bill to the College or University at which you, your spouse or your dependent child is enrolled.

<hr/> EMPLOYEE'S NAME	<hr/> EMPLOYEE'S COLLEGE
<hr/> TITLE AND DEPARTMENT	<hr/> UNION AFFILIATION
<hr/> NAME OF INDIVIDUAL USING TUITION REMISSION	RELATIONSHIP TO EMPLOYEE
SS# _____	_____ SELF
INDIVIDUAL USING TUITION REMISSION FORM	_____ SPOUSE
	_____ DEPENDENT CHILD
	_____ NON-DEPENDENT CHILD*
	*State College only
NAME OF COLLEGE/UNIVERSITY ATTENDING _____	
SEMESTER: FALL _____ SPRING _____ SUMMER _____ INTERSESSION _____	
ENROLLMENT STATUS: FULL TIME _____ PART TIME _____	
EMPLOYMENT STATUS: FULL TIME _____ PART TIME _____	
<hr/> SIGNATURE OF EMPLOYEE	<hr/> DATE

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

<hr/> SIGNATURE OF EMPLOYEE'S DEPARTMENT HEAD	<hr/> SIGNATURE OF DIRECTOR OF HUMAN RESOURCES
<hr/> DATE	<hr/> DATE

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