



Employee Course Registration Form

Full-time employees of the College may take traditional academic courses at the College for credit or audit and receive a 100% tuition remission grant. This benefit is limited to one, 4 credit hour, course per semester (Fall and Spring). If employee owes any monies to the college, this benefit will be suspended until the balance is paid in full. **Please complete this form and return to the Office of Employee Resources. Please allow at least two weeks for processing.**

Name _____ Employee ID Number _____

Department _____ Supervisor _____

Social Security # _____

COURSE INFORMATION:

Entry Term _____ (example, 2011 Spring Semester)

Course Title _____ # of Credit Hours _____ Days _____ Time _____

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When taking a course, consideration should be given to the continuing efficient operation of one's job and departmental needs during scheduled work hours. In addition, an employee's job performance must be at an acceptable level for an employee to be eligible for this benefit. Continued approval to take future courses is also dependent upon successful completion of the courses in which the employee is currently enrolled. Department heads and the area Vice President must approve all requests for tuition remission grants and verification for eligibility must be completed by the Manager of Employee Resources.

I have read and understand the information above and discussed it with my supervisor.

Signature _____ Date _____

APPROVED

Dept. Head _____ Vice President _____

For Employee Resource Office Use Only

Date eligible _____

Eligible for % _____

Manager, Employee Resources _____

Date _____

Cc:
Admissions
Business Office
Financial Aid Office
Academic Records