

# FACULTY / STAFF TUITION REMISSION CERTIFICATE OF ELIGIBILITY

Employee Name

Department

Employee  Dependent

Dependent Name

Student ID -required

College Attending

Program / Degree

Semester / Year

**Form Due:**  
**Spring Semester: Jan 2**  
**Summer Semester: May 15**  
**Fall Semester: Aug. 1**

# Units-required

Total Cost - REQUIRED

(Maximum of 1 course / 4 units per semester for employees; dependents eligible for 8 FTE semesters of undergraduate course work, or 6 FTE semesters of graduate course work, but are not covered for Doc. Study or Cont. Reg) **\*\*Please refer to CGU tuition Benefit Policy for full explanation of benefits.\*\* - On-line Courses & programs and audit courses are not covered by tuition remission.**

Is dependent student receiving any tuition fellowship

\*By accepting tuition remission - benefit eligible staff and their dependents forfeit any tuition fellowship offered by CGU, or any of the Claremont Colleges.

Does the student currently hold a Bachelor's degree?

By signing this tuition remission form, I have understood and agreed to the following:

- Read the Tuition Policy
- That CGU will only pay for a "C" grade or better
- I understand that a new form is due each semester
- I must stay actively employed through the entire semester to remain eligible for tuition payment
- An incomplete will not allow me to register for the next semester
- This is for tuition only, all other fees are my responsibility
- I understand that graduate tuition maybe a taxable benefit
- Any work time missed will be made up within the week

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

\_\_\_\_\_  
Date

I am aware that the employee must make up any hours missed within the same week

\_\_\_\_\_  
Reviewed by Supervisor Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Human Resources

\_\_\_\_\_  
Date

The above application is approved for  100%  50% Taxable Tuition:  **\*\*Please review IRS guidelines\*\***

The above student has successfully completed his/her course work with a minimum "C" grade.

\_\_\_\_\_  
Attending College Registrar or Student Accounts Signature

\_\_\_\_\_  
Date

Evidence of completed course work has been received and payment is approved.

\_\_\_\_\_  
Debit Account Number:

\_\_\_\_\_  
Tuition Benefit \$

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Copies to: Human Resources      Business Office      Student Accounts      Employee