



*Application for Tuition Remission
for Members of the Faculty and Professional Staff*

Employee's Name: _____ College ID #: _____

Department: _____ Regular Work Hours: _____

Attending: Elizabethtown College *or* Franklin & Marshall
(courses held on Franklin & Marshall campus)

Academic Year: _____ Semester: fall semester spring semester
 summer session I summer session II

Course #: _____ Course Name: _____ Hours: _____ Day: _____

Immediately upon hire, a full-time College employee may enroll, without charge for tuition, in courses offered on the Franklin & Marshall campus through Elizabethtown College or Franklin & Marshall, during hours other than the employee's normal working hours. Registration, lab fees, fees for books and materials, and miscellaneous fees will be the responsibility of the employee. It may be possible for up to one (1) course per academic year to be taken during working hours, providing arrangements acceptable to the College and the employee's supervisor have been made to assure the employee's work will be completed satisfactorily. This generally will be accomplished by adjusting the employee's normal starting and stopping times on days when the employee attends class. Tuition Remission is contingent upon acceptance of the employee as a qualified student by Elizabethtown College or Franklin & Marshall.

I am hereby applying for Tuition Remission. If applicable, my normal work schedule will be adjusted as follows on days when I attend class:

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Please return this completed form to Human Resources, CSQ.

Approved: _____ Date: _____
(Human Resources Representative)