

CERTIFICATE OF ELIGIBILITY FOR SYSTEMWIDE TUITION REMISSION

Higher Education Employees

Day School **Program of Continuing Education** **Semester:** _____

College/University Attending: _____

Instructions: Before completing this form, please read carefully the Board of Regents' Systemwide Tuition Remission Policy for Higher Education Employees to determine whether you are eligible for tuition remission benefits. Then complete and sign the top section of this form, have it signed by your department head and by the Chief Personnel Officer to the College or University at which you are employed. Once approved by the Chief Personnel Officer, the certificate will be returned to you. You must then submit it with you tuition bill to the Community College, State College or University at which you are enrolled.

_____ Employee's Name	_____ Title and Department <input type="checkbox"/> State Employee <input type="checkbox"/> Hourly Employee
_____ Employee's College/University	_____ Collective Bargaining Unit (If none, indicate "non-classified" or "non-unit professional") <input type="checkbox"/> Employee <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child, Aged 25 or Under <input type="checkbox"/> Non-Dependent Child (State Colleges Only)
_____ Name of Individual Using Remission	
_____ Social Security # of Person Using Remission	
_____ Signature of Employee	_____ Date

The individual named above is an employee of this College/University and meets all eligibility requirements for systemwide tuition remission:

_____ Signature of Employee's Department Head	_____ Signature of Chief Personnel Officer (or Designee)
_____ Date	_____ Date

Note: This certificate is valid for 120 days after the date of signature by the Chief Personnel Officer. A new Certificate must be completed for each semester of study. This certificate is not transferable.