LEWIS & CLARK COLLEGE Application for Employee Tuition Remission

(This form must be completed prior to **EACH** semester for the academic year)

ELIGIBILITY:

1. EMPLOYEE INFORMATION

After one year of full-time continuous service, current full-time employees of Lewis & Clark College (9-12 month) are eligible for tuition waivers in the undergraduate, graduate and law schools. Part-time employees, and their spouse or same-sex domestic partner, and dependents, are eligible to receive a prorated Lewis & Clark tuition waiver at the beginning of the semester or quarter after the employee completes three years of continuous service, under guidelines of the <u>Tuition Assistance Programs Policy</u> available on the Lewis & Clark website or in Human Resources.

Faculty	/Staff Name:				Employee II	D#:			
Present	Position:				Full Time Eq	uivaler	ncy (FTE):		
Campus	s Phone:				Campus Box	k #:			
Date of	Hire:				Department	t GL#:			
2. STU	DENT INFORM	MATIO	N						
Student	t will attend:		□Full-t	ime 🗌 Part-ti	me				
Applyin	g for Financial	Aid?	☐ Yes	☐ No					
School	attending:		□Unde	rgraduate 🗌	Graduate 🗌	Law			
Will cre	dits earned be	applie	d to a de	gree?	Yes 🗌 No				
If so, ex	pected date of	f gradu	ation?						
4. TER	M REQUESTE	D							
Term re	equested by th	is appli	ication (c	only check one	box): Fall	Sprin	ıg □Summ	ier	
Year:	20			Anticipated of	credit				
				hours:					
From:				To:			Total:		
_	Times and Da				es and Dates			Hours Requested	
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Supervisor's Signature		Date
Supervisor's Name, Printed		
EMPLOYEE'S ACKNOWLED	GEMENT AND SIGNATURE:	
in the Tuition Assistance Prog Tuition Remission is a benefit course in which I am enrolled understand that tuition remis	rams Policy. I meet all of the program of employment. If my employment t , the tuition bill will be recalculated a ssion for Graduate and Law School cla	terminates prior to the end of the and I may owe a balance. I also
Employee's Signature		Date
PLEASE NOTE: To be official	v registered for the class, you must o	complete the appropriate paperwork
Return f	form to Office of the Provost,	Campus Box 37.
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Date

Tuition Assistance Programs Officer