

LEWIS & CLARK COLLEGE

Application for Employee Tuition Remission

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

ELIGIBILITY:

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 [Tuition Assistance Programs Policy](#) available on the Lewis & Clark website or in Human Resources.

1. EMPLOYEE INFORMATION			
Faculty/Staff Name:		Employee ID#:	
Present Position:		Full Time Equivalency (FTE):	
Campus Phone:		Campus Box #:	
Date of Hire:		Department GL#:	

2. STUDENT INFORMATION	
Student will attend:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Applying for Financial Aid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
School attending:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law
Will credits earned be applied to a degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, expected date of graduation?	

4. TERM REQUESTED		
Term requested by this application (only check one box): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
Year:	20	Anticipated credit hours:
From:	To:	Total:
<i>Times and Dates</i>	<i>Times and Dates</i>	<i>Hours Requested</i>
Due to FLSA standards, exempt employees should not be required to make up exact hours of attendance in class, however, as always, attendance should not interfere with completion of job responsibilities.		

EMPLOYEE PARTICIPATION LIMITATIONS:

The number of courses taken by a Lewis & Clark employee and the timing of those courses must be arranged in such a way that the participant meets all the responsibilities included in his or her full-time workload. Employees who wish to take a CAS course during the academic year must apply as a Special Student through the Office of Undergraduate Admissions. A faculty member must obtain written approval from the appropriate department chair and dean before enrolling in classes. Administrators and staff who participate in the tuition waiver program must receive written approval of class schedules from his or her immediate supervisor and courses must not interfere with an employee's work or disrupt the office in which the employee works. The employee must work the equivalent of a regular work schedule. Enrollment is on a space-available basis, and requires permission of the instructor after formal undergraduate, graduate, or law registration has been completed.

RECOMMENDATION OF RECIPIENT'S SUPERVISOR

Approved Disapproved (state reason): _____

Supervisor's Signature

Date

Supervisor's Name, Printed

EMPLOYEE'S ACKNOWLEDGEMENT AND SIGNATURE:

I certify that the information I provided is accurate, and that I have reviewed the eligibility requirements in the Tuition Assistance Programs Policy. I meet all of the program requirements. I understand that Tuition Remission is a benefit of employment. If my employment terminates prior to the end of the course in which I am enrolled, the tuition bill will be recalculated and I may owe a balance. I also understand that tuition remission for Graduate and Law School classes is 50% and that any amount of remitted tuition over \$5,250 per year is a taxable benefit, subject to federal and state income taxes as well as Social Security.

Employee's Signature

Date

PLEASE NOTE: To be officially registered for the class, you must complete the appropriate paperwork in the Registrar's Office. Tuition benefits do not cover individual instruction, course fees or supplies.

Return form to Office of the Provost, Campus Box 37.

For Administrative Use Only Term Approved: Summer 20____ Fall 20____ Spring 20____

Tuition Assistance Programs Officer

Date

