

INTERNAL TUITION REMISSION APPLICATION GUIDELINES

Employee:

Complete the form by pressing the TAB key to move from field to field. Each field will expand as you type – you are not limited for space. Complete all information up through the answer to the question “Why I feel this course/program is related to my job...”

Save the form under another name in a place you know where to find it (your Desktop is usually handy), because you need to email it to your supervisor. To do this, select File, Save As, and at the top of the dialog box next to “Save in” hit the drop-down button and choose Desktop. Then at the bottom of the dialog box in File Name, we recommend you enter another name such as “Waiver Fall 02”, then hit Save or Enter.

Next, send your supervisor an email and attach the file you just saved. That way your supervisor can complete his or her section more easily.

If you wish, you may also apply to the Professional Development Committee for the costs of books and materials. That is a separate application process on-line at the College’s intranet site: click Professional Development, Application Process For Funding.

Supervisor:

Please review all job-related information submitted by your staff member for accuracy (title, location, full or part-time, etc.) Human Resources will verify date of hire, which is only sought to ensure that the initial waiting period has been met. This is also a good time to review what, if any, impact the course has on the individual’s work schedule and how the two of you plan to address that.

Then review your staff member’s reasoning relating the course or program to his or her current job and enter your own comments recommending support of or opposition to the request. This is an internal document, and it is also a public record; accordingly, we urge thoughtful consideration and specific responses to such requests. It may also be appropriate to specify particular expectations you have after the course or program is complete. If the requested course or program is non-credit, a direct conversation with the coordinator of the program is recommended.

Once you have completed your comments, *regardless of whether you support the request*, print out the form and send it to the appropriate Executive level administrator (Vice President or equivalent) in your division. If you wish to save a copy for your files electronically, follow the instructions in the second paragraph under *Employee*. Otherwise, you may print out two copies – one to send and one to file.

Executive level administrator

Please review the rationale presented by the staff member and the supervisor. If you support the request, please sign and send the form to the Human Resources Office for verification of eligibility. This is also an opportunity to review with the supervisor any work hour adjustment generated by the request. If you do not support the request, please return the form to the staff member and remind them they have a lesser benefit of which they may avail themselves.

Human Resources

The Human Resources Office will verify eligibility, sign off, and return the form to the staff member to submit to the Bursar’s Office