

**INTERNAL TUITION REMISSION APPLICATION FORM
(FOR MCC EMPLOYEES TAKING MCC COURSES)**
(Press the TAB key to move from field to field.)

Please be sure to read the Internal Tuition Remission Application Guidelines before completing this form. They can be found on the college Intranet site under Department Intranet Sites, Human Resources, Forms.

Date of Submission:	Email Address:
Name:	Job Title:
Department/Division:	Supervisor:
Campus & Building Location:	Part Time: <input type="checkbox"/> Full Time: <input type="checkbox"/>
Phone/Extension:	Date of Hire: Month: Day: Year:
Name of Course/Program:	Meeting Times: Day(s) Times: Campus: Course Start Date:
Course Number:	Credit: <input type="checkbox"/> Non-credit: <input type="checkbox"/>
Is this part of a degree program: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Why I feel this course/program is related to my job or will enhance my ability to perform my job responsibilities:	
Immediate supervisor's comments (please be sure to include your recommendation for or against this request):	
Executive approval:	
Human Resources approval:	