

(Please see page two of this form for instructions)

I. EMPLOYEE INFORMATION:

Employee Name: _____ UHA ID #: _____

Department/School: _____ Phone(W): _____

II. COURSE INFORMATION:

Undergraduate

Graduate

Year: _____ Degree Sought: _____

Semester: Fall (40) Spring (10) Summer (20)

Winter (05) *Please circle one term: FALL SPRING*

Saturday Term* 3 (07) *Please circle one term: FALL SPRING*

** See page two for explanation of Saturday term*

<u>Course Number & Section</u>	<u>Days</u>	<u>Hours</u>	<u>Credit Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have reviewed page two of this form and understand the provisions of the current University Tuition Remission Policy as stated herein. I agree to pay for registration, books, private lessons and any and all fees not covered by the Tuition Remission benefit. **Doctoral Studies are specifically excluded from this benefit.**

Employee Signature: _____ Date: _____

III. SIGNATURES OF APPROVAL:

*All submitted forms must contain ORIGINAL signatures.

Supervisor:

Print Name _____ Signature _____ Date _____

Dean/Department Head:

Print Name _____ Signature _____ Date _____

HRD REVIEW:

Approved by: _____ Date: _____

Employment Status Verified: _____

Date of Hire Verified: _____

BURSAR PROCESSING:

Processed by: _____ Date: _____

Confirmed Course Eligibility: _____

Amount Charged to University: _____

FULL-TIME STAFF/FACULTY TUITION REMISSION FORM

- Step 1:** Register for the course(s) for which you are going to request Tuition Remission and make appropriate payments (i.e., registration fee, lab fees, technology fees, private lessons, etc.).
- Step 2:** Complete one form per semester that you are requesting Tuition Remission.
- Step 3:** Complete Sections I. Employee Information, II. Course Information and sign the first page of this form.
- Step 4:** Gather the required signatures as stipulated in Section III. **No Tuition Remission form will be processed without the necessary ORIGINAL signatures. No photocopied forms will be processed.** This form will be returned to you if Section III has not been completed.
- Step 5:** Return the completed form to HRD for review. HRD will verify employee eligibility and forward the form to the Bursar's Office for processing as appropriate.

NOTE: Regular full-time staff and faculty adding a course after the initial tuition remission form was submitted must submit a second form to HRD. If the staff member or faculty initially enrolled and applied for tuition remission for two courses and subsequently drops one of these courses but adds another, a copy of the **approved** Add/Drop form must be attached to another tuition remission form, noting the added course. All paperwork must be submitted to HRD for processing. HRD is located in the Financial and Administrative Services Building (FASB).

WHAT DOES TUITION REMISSION COVER?

Tuition Remission is available only for CREDIT courses (even if audited) in a degree granting program offered at the University of Hartford and covers only the cost of tuition. REGISTRATION, BOOKS, PRIVATE LESSONS AND ALL FEES ASSOCIATED WITH ANY ENROLLMENT ARE THE RESPONSIBILITY OF THE STAFF/FACULTY MEMBER.

Tuition remission benefits are intended to cover the applicable tuition of the course only. Any costs above and beyond the cost of the tuition are the responsibility of the staff/faculty enrolled. Courses will be abated on a per credit hour basis, which may differ between colleges. If receiving tuition remission benefits, please note that additional University administered non-need or need-based scholarships or grants are not available.

This benefit includes student teaching and internships, which will have the tuition component abated. If an eligible full-time staff/faculty member participates in an approved Study Abroad program, he or she may qualify for the abatement of the cost of tuition only, in limited circumstances. For details regarding Study Abroad, please refer to the Staff Employment Manual.

Note: This benefit is available for the attainment of an undergraduate degree and/or graduate degree through the master's level.

DOCTORAL STUDIES ARE SPECIFICALLY EXCLUDED FROM THE TUITION REMISSION BENEFIT.

HOW MANY COURSES CAN REGULAR FULL-TIME STAFF/FACULTY TAKE?

Under the University's current Tuition Remission Policy, regular full-time staff and faculty are eligible for tuition remission immediately upon hire and can enroll in courses beginning on or after the employee's date of hire on a space available basis. Employees will be subject to the same Admission requirements as other students and can enroll in classes on a space available basis. Employees may enroll in a maximum of 8 credits per semester under the Tuition Remission benefit. For the purpose of this benefit, Summerterm (both sessions) is considered one semester and Winterterm can be applied to either the Fall Semester or Spring Semester (must be indicated on form). Tuition Remission forms are available online at <http://www.hartford.edu/hrd/Forms.aspx>.

Saturday Term:

For the purpose of tuition remission, the following schedule indicates the semester for which Saturday term is applied.

Session 1 (begins in June) = Summer Tuition Remission

Session 2 (begins in September) = Fall Tuition Remission

Session 3 (begins in December) = Fall or Spring Tuition Remission – employee must indicate on form

Session 4 (begins in March) = Spring Tuition Remission

WHEN CAN AN EMPLOYEE TAKE CLASSES?

All courses taken by an employee **MUST** be taken outside of working hours unless a Flexible Work Schedule Proposal form has been submitted and approved by the supervisor and HRD. These forms are available on-line at <http://www.hartford.edu/hrd/Forms.aspx>.

WHAT ABOUT GRADUATE-LEVEL COURSES AND TUITION REMISSION?

The full value of tuition remitted will be treated as income for tax withholding and social security deduction purposes, according to current IRS regulations.