HARTFORD CONSORTIUM FOR HIGHER EDUCATION
EMPLOYEE COURSE REGISTRATION REQUEST- TUITION REMISSION FORM

General
Employees should review ALL guidelines and registration requirements on the Hartford Consortium website, at (www.hartfordconsortium.org/programs/cross-registration). Links to each institution’s course catalog are available on the website.

Eligibility:
Full-time employees at private Consortium institutions, Capital and Charter Oak, as well as affiliates, are eligible for course enrollment. Employees may enroll in ONE course per semester, including one winter or summer session (undergraduate and master’s level courses only). Fees for employees are outlined below. You must adhere to deadlines of the host college/university in order to enroll and/or withdraw from any course. If you withdraw from a course, you are responsible for notifying both host and home institution.

Fee Schedule: Full member institution employees and HCHE staff will not be charged for courses. Employees are responsible for all fees such as lab fees and books associated with courses, regardless of full or associate institution status. There are tax implications for some course work so you are urged to check with the IRS to determine if you have a tax liability.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address (Street, PO, City, State, Zip)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution Dept.</td>
<td>Phone #</td>
<td>Employee ID #</td>
</tr>
<tr>
<td>Supervisor Name</td>
<td>Title</td>
<td></td>
</tr>
</tbody>
</table>

I certify that I am a full-time employee at:

- Capital Community College
- Hartford Consortium
- Charter Oak State College
- Hartford Seminary*
- Rensselaer at Hartford
- St. Thomas Seminary*
- University of Hartford
- University of Saint Joseph
- CT Public Broadcasting**
- Goodwin College
- Manchester Community College
- Trinity College

*Affiliate **Associate

Requesting enrollment in Fall Winter Spring Summer 20____ for course:

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>COURSE #</th>
<th>DAYS/TIMES</th>
<th>COURSE TITLE</th>
<th>FEES</th>
</tr>
</thead>
</table>

REQUIRED SIGNATURES: Employees are responsible for obtaining ALL signatures prior to enrolling in any course. Signatures indicate registration has been approved by both institutions. Form should be submitted to host institution Registrar Office during the first week of classes when space availability will be determined.

Employee Signature Date

Supervisor Signature/Home Institution Date

Human Resources Officer Signature Date

Host Institution Registration Officer Signature Date