

Application for Tuition Remission

Notre Dame of Maryland University • Office of Human Resources
4701 North Charles Street • Baltimore, MD 21210 • (410) 532-5898 • Fax (410) 532-5785

Rules for Employees:

1. In order for Tuition Remission Applications to be considered, they must:
 - Be submitted to the Office of Human Resources at least two weeks prior to the start of the full semester. **Applications submitted after the deadline may not be approved.**
 - Have a copy of your registration form and receipt of your paid registration fee. **Applications missing this information will not be accepted.**
 - Use a separate form for *each* semester and indicate the *semester and year*. **Applications missing info or that have multiple semesters will be returned to the employee for correction.**
 - **If applications are missing any of the above required information or are submitted late, the employee will be responsible for paying their tuition.**
2. In the event the student is receiving financial aid in addition to tuition remission, the University reserves the right to determine the amount of the tuition remission benefit.
3. For eligibility rules, courses available and amount of tuition remission, please see the Tuition Remission policy in the handbook.
4. **If you add, drop or withdraw from a class, you must notify the Office of Human Resources immediately.**

PART I – EMPLOYEE INFORMATION													
Name: _____	Colleague ID #: _____ Hire Date: _____												
Department: _____	Supervisor: _____												
PART II – EMPLOYEE REMISSION – PLEASE USE A SEPARATE FORM FOR EACH SEMESTER													
Are you receiving any other type of financial aid? ___ Yes ___ No Program: ___ Day ___ CAUS ___ Grad ___ Ph.D.													
Semester (Indicate Year): Fall ___ Winter ___ Spring ___ Summer ___ Total # Credits: _____													
PART III – SPOUSE/DEPENDENT REMISSION INFORMATION – PLEASE USE A SEPARATE FORM FOR EACH SEMESTER													
Name: _____ Colleague ID #: _____													
Relationship to employee? ___ Spouse ___ Dependent Child													
Are you receiving any other type of financial aid? ___ Yes ___ No Program: ___ Day ___ CAUS ___ Grad ___ Ph.D.													
Semester (Indicate Year): Fall ___ Winter ___ Spring ___ Summer ___ Total # Credits: _____													
PART IV – SIGNATURES & APPROVAL – COMPLETED FORMS GO TO HUMAN RESOURCES													
By signing this form, I acknowledge that I have read and understand the Tuition Remission policy.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">HR USE ONLY</td> </tr> <tr> <td style="padding: 5px;">Tuition Remission approved at _____ %</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Amount credited to student account \$ _____</td> <td style="padding: 5px;"></td> </tr> </table>	HR USE ONLY		Tuition Remission approved at _____ %		Amount credited to student account \$ _____		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-top: 1px solid black; padding-top: 5px;">Employee Signature</td> <td style="width: 20%; border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; padding-top: 5px;">Department Head Signature</td> <td style="border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; padding-top: 5px;">Office of Human Resources</td> <td style="border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> </table>	Employee Signature	Date	Department Head Signature	Date	Office of Human Resources	Date
HR USE ONLY													
Tuition Remission approved at _____ %													
Amount credited to student account \$ _____													
Employee Signature	Date												
Department Head Signature	Date												
Office of Human Resources	Date												