



ADJUNCT FACULTY TUITION REMISSION FORM

(Please see the back of this form for instructions)

I. ADJUNCT INFORMATION:

Employee Name: _____ UHA ID #: _____

Department/School: _____ Phone (H) _____

Phone (W): _____ E-Mail: _____@hartford.edu

II. INSTRUCTION INFORMATION:

Adjunct faculty are eligible for the Tuition Remission benefit of one course per semester, on a space available basis, to be used in the semester they are teaching or in the semester immediately following. No more than one course per semester may be taken under the current Tuition Remission benefit.

Semester and year benefit earned: _____

Course(s) taught: _____

II. COURSE INFORMATION:

Year: _____

Undergraduate

Graduate

Semester: Fall (40)

Winter (05)

Spring (10)

Summer (20)

Saturday Term 2(07)

Please circle one term:
FALL SPRING

Please circle one term:
FALL SPRING

Note: Please see reverse for explanation of Saturday Term.

Course Number & Section

Days

Hours

Credit Hours

Semester

I have reviewed the reverse side of this form and understand the provisions of the current University Tuition Remission Policy as stated herein. I agree to pay for any and all fees not covered by the Tuition Remission benefit.

Employee Signature: _____ Date: _____

Doctoral Studies are specifically excluded from this benefit.

IV. SIGNATURES OF APPROVAL:

*All submitted forms must contain ORIGINAL signature

Supervisor:

Print Name _____ Signature _____ Date _____

Dean/Department Head:

Print Name _____ Signature _____ Date _____

All submitted forms must contain ORIGINAL signatures.

HRD REVIEW:

Approved by: _____ Date: _____

Employment Status Verified:

Employee Date of Hire Verified:

Confirmed Course Eligibility:

BURSAR PROCESSED:

Processed by: _____ Date: _____ Amount Charged to University: _____

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- Step 1:** Register for the course for which you are going to request Tuition Remission and make appropriate payments (i.e. registration fee, lab fees, etc.).
- Step 2:** Complete Sections I. *Employee Information*, II. *Instruction Information*, III. *Course Schedule* and sign the front of this form.
- Step 3:** Gather the required signatures as stipulated in Section IV. **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 IV has not been completed.
- Step 4:** Return the completed form to HRD for review. HRD will verify all information and forward it to the Bursar's Office for processing as appropriate.

Note: If the adjunct faculty member initially enrolled and applied for tuition remission for a course and subsequently drops the course 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 IS THE DEFINITION OF "ADJUNCT FACULTY" FOR THE PURPOSES OF TUITION REMISSION ELIGIBILITY?

An adjunct faculty member is issued a contract by the Office of the Provost. This contract serves as validation for Tuition Remission benefit eligibility. Graduate students who are teaching courses are not eligible for Tuition Remission benefits.

WHAT DOES TUITION REMISSION COVER?

Tuition Remission is available only for CREDIT courses (even if audited) offered at the University of Hartford and covers only the cost of tuition. ALL FEES ASSOCIATED WITH ANY ENROLLMENT, INCLUDING PRIVATE LESSONS, ARE THE RESPONSIBILITY OF THE ADJUNCT FACULTY MEMBER.

Tuition remission benefits are intended to cover the tuition of the course only. Any costs above and beyond the cost of the tuition are the responsibility of the faculty/staff enrolled. If receiving tuition remission benefits please note that additional University administered non-need or need-based scholarships or grants are not available. Recipients of the Tuition Remission benefit may file an Application for Federal Student Aid (FAFSA) to determine eligibility for additional federal aid such as a Federal Pell grant and/or Federal Stafford loan.

This benefit includes student teaching and internships, which will have the tuition component abated. If an eligible adjunct 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 AN ADJUNCT FACULTY MEMBER TAKE?

Under the University's current Tuition Remission Policy, adjunct faculty are eligible for tuition remission for one course per semester taught. The benefit may be used, on a space available basis, in the semester you are teaching or the semester **immediately** following. Adjunct faculty who teach in the Spring semester may take one course either in the Summerterm or in the following Fall semester. No more than one course per semester may be taken under the current Tuition Remission policy. 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 in HRD or online at www.hartford.edu/hrd.

Saturday Term:

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

Session 1 = Fall Tuition Remission	Session 2 = Either Fall or Spring Tuition Remission – employee must indicate
Session 3 = Spring Tuition Remission	Session 4 = Summer Tuition Remission

WHAT ABOUT GRADUATE-LEVEL COURSES AND TUITION REMISSION?

According to current IRS regulations, graduate level courses taken by the adjunct faculty member are not taxable.