

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, 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 front 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 all information and forward it 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 staffmember 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) 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 STAFF/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 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 no more than two courses (maximum 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 will not be granted for more than a total of six courses in any given academic year. Tuition Remission forms are available 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 on form
Session 3 = Spring Tuition Remission	Session 4 = Summer 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 www.hartford.edu/hrd. Working hours include the lunch hour.

WHAT ABOUT GRADUATE-LEVEL COURSES AND TUITION REMISSION?

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