



REGULAR PART-TIME STAFF/FACULTY TUITION REMISSION FORM

(Please see the back of this form for instructions)

I. EMPLOYEE INFORMATION:

Employee Name: _____ UHA ID #: _____

Department/School: _____ Phone (H): _____

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

If part-time staff, please include regular part-time work schedule:

Days of the Week: _____ Hours Each Day: _____

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.

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

I have read and 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

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:
- Employee Date of Hire Verified:
- Confirmed Course Eligibility:

BURSAR RPROCESSING:

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

REGULAR PART-TIME STAFF/FACULTY TUITION REMISSION FORM

- Step 1:** Register for the course for which you are going to request Tuition Remission and make appropriate payments (ie. registration fee, lab fees, etc.).
- Step 2:** Complete Sections I. *Employee Information*, II. *Course Schedule* and sign the front of this form.
- Step 3:** 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 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 a staff member or faculty 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 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 member enrolled. If receiving tuition remission benefits, please note that the faculty/staff receiving the benefit is not eligible to receive additional University administered non-need or need-based scholarships or grants.

This benefit includes student teaching and internships, which will have the tuition component abated. If an eligible part-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 PART-TIME STAFF/FACULTY TAKE?

Under the University's current Tuition Remission Policy, regular part-time staff and faculty are eligible for tuition remission immediately upon hire for courses beginning on or after the employee's date of hire and on a space available basis. Part-time staff and faculty must meet the same Admission requirements as other students. No more than one course per semester may be taken under the Tuition Remission Policy. For the purpose of this benefit, Summer-term (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 three 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
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. Working hours include the lunch hour.

WHAT ABOUT GRADUATE LEVEL COURSES AND TUITION REMISSION?

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