

APPENDIX G

Benefited Part-Time Employee

CERTIFICATE OF ELIGIBILITY FOR SYSTEMWIDE TUITION REMISSION

Higher Education Employees

Instructions: Before completing this form, please read carefully the Board of Higher Education’s Systemwide Tuition Remission Policy for Higher Education Employees to determine whether you, your spouse or your dependent child are eligible for tuition remission benefits. After completing the form you must have it signed by both your Department Head and the College’s Chief Personnel Officer. You must then submit the form with your semester tuition bill to the College or University at which you, your spouse or your dependent child are enrolled.

Employee’s Name Employee’s Number

Title and Department *Collective Bargaining Unit

Employee’s College/University Department Building

Spouse Dependent Child

Name and Relationship of Individual Using Tuition Remission Summer ___ Fall 20___ Cont Ed ___ Spring 20___ Intersession___

College/University Attending Semester

Signature of Employee Date

*If none, indicate “non-unit classified” or “non-unit professional”

The individual named above is an employee of this College/University and meets all eligibility requirements for systemwide tuition remission.

Signature of Employee’s Department Head Signature of Chief Personnel Officer (or Designee)

Date Date

Note: This certificate is valid for 120 days after the date of signature by the Chief Personnel Officer. A new Certificate must be completed for each semester of study. This certificate is not transferable.