



### Application for Employee Tuition Remission

Employee's Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Department: \_\_\_\_\_ Semester: \_\_\_\_\_

Course Number & Name	Credit or Audit

I hereby apply for tuition remission as an employee of the University of the South. I understand that I am expected to make up the time I am excused to attend class and/or lab unless I am enrolled in a degree seeking program in the College of Arts and Sciences or the School of Theology or unless approved by the Department of Human Resources.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I approve this remission request
- I recommend that the hours this non-exempt employee spends in class or lab be counted as hours worked for the following reason: \_\_\_\_\_  
\_\_\_\_\_

Division Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### To Be Completed by the Dean's Office

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### To Be Completed by the Office of Human Resources

- The above names employee is eligible for tuition remission as a University employee.
- The request for class or lab time to be counted as hours worked is approved.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### To Be Completed by the Office of the Treasurer

Tuition: \$ \_\_\_\_\_ Audit: \$ \_\_\_\_\_ Budget Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_