

TUSCULUM COLLEGE
Tuition Remission Application for Faculty and Staff

Read before Completing this Application: The Board of Trustees' policy requires that individuals making application for this program to also file a Free Application for Federal Student Aid (FAFSA). Applicants to the Master's Degree programs are exempt from the FAFSA requirement. This program will not be applicable for Residential College summer offerings or for dependents other than spouses to receive Graduate and Professional Studies tuition. **An employee must complete one year of consecutive, full-time employment prior to being eligible to apply for this Tuition Remission.** If you, the applicant, are enrolled in or will enroll in a degree-seeking program at Tusculum College, you are required to submit any documents required by the Office of Financial Aid and Student Campus Employment (copies of federal tax returns may be necessary). If you are eligible for federal grants, state grants or scholarships, these amounts will be used to reduce the amount of your Tuition Remission. **Once you have completed this application, submit it to Tusculum College Human Resources, PO Box 5093, Greeneville, TN 37743.**

Award Year _____

Applicant's Name _____ Last 4 digits of SSN _____

Employee's Name _____ Relationship to Applicant _____

Phone Number _____ Address _____

City, State & Zip _____

If Professional Studies, indicate Group Number: _____ and check the program in which you are enrolled:

_____ Gateway _____ Bachelor's Degree _____ Master's Degree

I understand that this award will *not* be applicable for Residential College summer offerings or for dependents other than spouses to receive Graduate and Professional Studies tuition, and that the employee must complete one year of consecutive, full-time employment prior to being eligible to apply for this scholarship.

Applicant's Signature

Date

Employee's Signature

Date

Supervisor Recommendation for Faculty and Staff Tuition Remission

I fully support the above employee in working toward their academic goal here at Tusculum College.

Supervisor Signature

Date

Human Resource Office Authorization Area

Employment Date: _____

Authorized Signature: _____

Date: _____

(Human Resources Office - Please send to Financial Aid, PO Box 5049)

Office of Financial Aid Authorization Area

_____ Approved _____ Denied - Reason _____

Authorized Signature: _____

Date: _____