



### Application for Tuition Remission

In order to receive tuition remission at Rhodes, the employee must complete, sign and submit this application to Human Resources for approval. After eligibility is confirmed and tuition remission is approved, the employee must complete an “Application for Admission as a Special Student”, available in the Office of Admissions. Both the completed Application for Tuition Remission and the completed Application for Admission as a Special Student with the required supporting documents must be submitted to the Office of Admissions at least two weeks prior to the beginning of the desired semester of enrollment.

<b>Faculty/Staff Data</b>	Last Name _____ First _____ MI _____	
	Address _____	
	City _____ State _____ Zip _____	
	Social Security Number _____ - _____ - _____ Rhodes ID# _____	
Employee Signature _____ Date _____		
Supervisor’s Signature _____ Date _____		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Human Resources Signature _____ Date _____		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Dean of Admissions Signature _____ Date _____		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

**ELIGIBILITY:**

**Benefit for Employees:** After one year of service, all faculty and staff who work 20 hours a week or more (and 9 months per year or more) are eligible for tuition remission. Employees may take up to two tuition remission courses at Rhodes each semester. This policy does not apply for summer sessions. The percentage of tuition that will be remitted is based upon the employees’ hours per week and their months per year. Thus, to receive full tuition remission benefits, one must be employed 37.5 hours or more per week and 12 months per year.

Tuition remission will be given provided that:

- The employee continues as a full-time employee for the duration of the semester;
- The employee pays the registration fee and the application fee;
- The employee is accepted by the Committee on Admissions;
- The number of credit hours does not exceed 6 in each semester;
- Only one course is taken during the employee’s regular work schedule.\*

\* There may be circumstances where an employee might be able to take more than one course per semester during the employee’s regular work schedule. This is not an entitlement; the first priority is the mission and function of the College and our responsibility to the College community dependent upon each other for timely services. If, however, such arrangements can be made, the employee’s supervisor and the appropriate Dean must approve in writing, prior to registration, the revised work schedule necessary to attend the class. The employee’s actual work time excluding class time remains undiminished, and care should be exercised regarding how the revised work schedule may affect others. The supervisor’s and Dean’s approval applies only to the course taken during regular working hours.