

TUITION REMISSION / TUITION EXCHANGE REQUEST

<i>TODAY'S DATE:</i>		<i>EMPLOYEE ID#:</i>	
<i>EMPLOYEE NAME:</i>			
<i>ADDRESS:</i>			
<i>POSITION & DEPARTMENT:</i>			
<i>STATUS:</i>	<input type="checkbox"/> FULL TIME EMPLOYEE <input type="checkbox"/> PART TIME EMPLOYEE		
<i>DATE OF HIRE:</i>			
<i>ENROLLMENT FOR:</i>	<input type="checkbox"/> SELF <input type="checkbox"/> SPOUSE: _____ <input type="checkbox"/> DEPENDENT: _____ Dep. SSN: _____ - _____ - _____ Dep. Date of Birth: ____ / ____ / ____ Dependent Email: _____		
<i>FOR WHICH PROGRAM?</i>	<input type="checkbox"/> TUITION REMISSION @ HEIDELBERG UNIVERSITY ACADEMIC TERM: <input type="checkbox"/> Fall 20 ____ <input type="checkbox"/> Spring 20 ____ <input type="checkbox"/> Summer 20 ____ <input type="checkbox"/> TUITION EXCHANGE: Institution _____		
<i>ACADEMIC PROGRAM</i>	<input type="checkbox"/> UNDERGRADUATE: _____ <input type="checkbox"/> GRADUATE: _____		
<i>COURSE INFORMATION</i>	CRN NUMBER	COURSE TITLE	CREDIT HOURS

Heidelberg University employees enrolled in courses for credit must abide by the same policies and procedures of all enrolled students. Please refer to the University catalog and Student Handbook. Employees are responsible for the cost of books and fees associated with their coursework. This form, with all approvals / signatures must be returned to the Business Office PRIOR to registration.

Employee Signature: _____ Date: _____

Immediate Supervisor Signature: _____ Date: _____

VP / Dean Signature: _____ Date: _____

Date Form Received: _____ Business Office Approval: _____