

Please complete and return this form to the Human Resources Office. Please review the Tuition Remission policy found at www.bit.ly/2ni9ydh prior to completion of this form. Union members should refer to their Collective Bargaining Agreement. If approved, a new request must be submitted annually. Falsifying information on this form may result in tuition remission benefits being discontinued immediately and, in turn, a tuition bill being generated.

Employee Name:

Last	First	Middle
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Tuition Remission Request For:

Select one: Albion College GLCA CIC TE

Select one: Dependent Spouse Employee

If GLCA, CIC, or TE institution(s), please indicate the College or University Name on the line above

Participation in the GLCA programs are limited to tenured, tenure-track and administrative salaried employee dependents after two years of service with the College in an eligible position. Participation in the GLCA, CIC, and TE program involves additional enrollment forms found online at <http://www.albion.edu/hr>.

Student Name (if not employee): Check here if the student holds a bachelor's degree or other degree

Last	First	Middle
Term: Fall Year _____	Units/Credits _____	Spring Year _____
		Units/Credits _____

- **Dependent (Section B):** If the student is a dependent of the employee complete all of section B
- **Spouse (Section C):** If the student is the spouse of the employee complete section C
- **Employee (Section D):** If the student is the employee, have your supervisor complete section D
- **GLCA/CIC/TE:** If the student is participating in a GLCA, CIC, or TE program, in addition to completing the section below, review the program information, including guidelines for participation at www.bit.ly/2ni9ydh; then submit the appropriate application along with this request form.

Section B – Student is dependent of employee:

1. **Statement of Dependency:** By virtue of being a child of a benefit-eligible faculty, administrative or hourly member, I certify that this student is my legal dependent and we have completed the FAFSA. If the student should cease to be a legal dependent while receiving tuition remission, I will inform the Human Resources Office. I understand that if the student ceases to be a legal dependent, or if my employment with Albion College terminates, tuition remission ends at the end of the semester.
2. **Residency while enrolled:** If attending Albion College, the student must adhere to the Student Residence and Board Policies in the current Student Handbook. If attending another college, the policies of that institution will apply.

Employee Signature: _____

Section C – Student is the spouse of employee:

I certify that this student is my legal husband or wife and we have completed the FAFSA. If the student should cease to be my legal spouse while receiving tuition remission, I will inform the Human Resources Office. I understand that if the student ceases to be my legal spouse, or if my employment with Albion College terminates, tuition remission ends at the end of the semester.

Employee Signature: _____

Section D – Student is the employee:

Supervisor Approval: I will make sure the employee's work is rescheduled and the operation of the department is not adversely affected. If supervisor changes, a new request must be submitted even if full academic year approval was provided.

- I approve this request.
 I approve only the _____ semester and require that subsequent semesters be applied for on a semester-by-semester basis
- Supervisor Signature: _____
 Division Head Signature: _____