



Please complete and return this form to the Human Resources Office. Please review the Tuition Remission policy 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 immediate termination of tuition remission benefit and you will be responsible for repayment of all benefits awarded. Participation in the GLCA, CIC, TE programs involves additional enrollment forms. Policy and additional resources available online ([www.bit.ly/2ni9ydh](http://www.bit.ly/2ni9ydh)).

**Programs:**

- Albion College
- GLCA
- CIC
- TE

### Tuition Remission/Exchange Request Information

**Employee Name:** \_\_\_\_\_  
 Last First Banner ID #

**Dependent Name:** \_\_\_\_\_  
 Last First Middle Holds Bachelor's degree  Yes  No

Institution	Program	Status	Semesters Requested	Year
	<input type="checkbox"/> Albion <input type="checkbox"/> GLCA <input type="checkbox"/> CIC <input type="checkbox"/> TE	<input type="checkbox"/> Applied <input type="checkbox"/> Enrolled	Fall	
	<input type="checkbox"/> Albion <input type="checkbox"/> GLCA <input type="checkbox"/> CIC <input type="checkbox"/> TE	<input type="checkbox"/> Applied <input type="checkbox"/> Enrolled	Spring	
	<input type="checkbox"/> Albion <input type="checkbox"/> GLCA <input type="checkbox"/> CIC <input type="checkbox"/> TE	<input type="checkbox"/> Applied <input type="checkbox"/> Enrolled	Other	
	<input type="checkbox"/> Albion <input type="checkbox"/> GLCA <input type="checkbox"/> CIC <input type="checkbox"/> TE	<input type="checkbox"/> Applied <input type="checkbox"/> Enrolled	<b>Full-Time or Part-Time Study</b>	
	<input type="checkbox"/> Albion <input type="checkbox"/> GLCA <input type="checkbox"/> CIC <input type="checkbox"/> TE	<input type="checkbox"/> Applied <input type="checkbox"/> Enrolled	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	

### Acknowledgments

Your signature below acknowledges the following conditions of the tuition remission and exchange benefit:

- I have reviewed the Tuition Remission Policy
- Statement of dependency: by virtue of being a child of a benefit-eligible employee, I certify that this student is my legal dependent and we have completed the FAFSA.
- I will submit this form along with the necessary CIC/TE forms (not necessary for Albion College courses); I will submit the necessary GLCA form if/when my dependent enrolls in a GLCA institution
- I will report any status changes, including if I am submitting this form at the application stage, notifying HR once my dependent has selected and enrolled in an institution or if the student ceases to be my legal dependent
- I understand that if the student ceases to be my legal dependent or if my employment terminates, tuition remission ends at the end of the semester.
- I understand dependents are limited to 8 semesters of academic work or the attainment of a bachelor's degree, whichever occurs first
- 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 institution, the policies of that institution will apply

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**HR USE ONLY**

DOH:

Eligible  Ineligible

Semesters Used With This Form:  
Enrolled in (Institution):

\_\_\_\_\_  
HR Representative