

TUITION REMISSION/EXCHANGE REQUEST FORM (SPOUSE)

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 CIC and TE program involves additional enrollment forms. Policy and additional resources available online (www.bit.ly/2ni9ydh).

Programs:

- Albion College: Courses offered as space permits. Limit one course per semester
- GLCA: Spouses are not eligible for GLCA tuition exchange benefits
- CIC
- TE

Tuition Remission/Exchange Request Information					
Employee N	Name:				
Last		First	First		D #
Spouse Nar	me:				Yes □ No
Last		First	First		Holds Bachelor's degree
Institution		Progr	Program		Semesters Requested This Yr.
		☐ Albion College	□ CIC □ TE	□ Applied □ Enrolled	•
		□ Albion College	□ CIC □ TE	□ Applied □ Enrolled	Full-Time or Part- Time Study
		□ Albion College	□ CIC □ TE	□ Applied □ Enrolled	□ Full-Time
		□ Albion College	□ CIC □ TE	□ Applied □ Enrolled	□ Part-Time
Acknowledgments					
Your signature below acknowledges the following conditions of the tuition remission and exchange benefit:					
 I have reviewed the Tuition Remission Policy I certify that this student is my legal husband or wife and we have completed FAFSA I will submit this form along with the necessary CIC/TE forms (not necessary for Albion College courses) I will report any status changes, including if I am submitting this form at the application stage, notifying HR once my spouse have selected and enrolled in an institution or if the student ceases to be my legal spouse I understand that if the student ceases to be my legal spouse or if my employment terminates, tuition remission ends at the end of the semester. 					
Signature				Date	
HR USE ONLY					
DOH: □ Eligible	Semesters Used With This Form: □ Ineligible Enrolled in (Institution):		HR Re	presentative	