

Undergraduate Tuition Remission Form

Section I: Employee & Student Information

Employee Name: _____ Date of Hire: _____
ID#: _____

Term: ☐ Spring ☐ Summer ☐ Fall School Year: _____

Student Name: _____ ID#: _____

Relationship to employee: ☐ Self -complete section II & III and attach registration form
☐ Spouse -complete section II and attach registration form
☐ *Dependent -complete section II and attach registration form or
course schedule

Section II: Undergraduate Tuition Remission

☐ Matriculated ☐ Non-matriculated Expected Graduation Year: _____

Employee Signature: _____ Date: _____

Section III: Supervisor's Approval

Supervisor's Signature: _____ Date: _____

Employee's taking a course during working hours. Employee is a matriculated student requiring a particular course for a degree program and that course is offered only during the daytime hours. I am adjusting this employee's work schedule to allow the employee to enroll in this course

Human Resources Signature: _____ Date: _____

Tuition	_____
Minus Amt of Estimated NYS TAP	_____
Minus Amt of Estimated PELL Award	_____
Minus Amt of Other Financial Aid	_____
Total Tuition Remission Benefit	_____

*If your dependent student is matriculate full-time at Le Moyne College you are only required to complete the tuition remission form once, upon his/her initial enrollment at the College.