



Application For Graduate Assistant Tuition Remission

Student/Graduate Asst. Name: _____

SSN#: _____ - _____ - _____

Program Type (please check one)

- CAPP Non-Term Program
- Traditional Studies Term Program
- Online Program

Supervisor Name: _____

Department Assisting: _____

Number of Credit Hours Anticipated:

Summer: _____ Fall: _____ Spring: _____

This is to certify that the student listed above is my graduate assistant and as such qualifies for tuition remission.

Supervisor Signature Date

Athletic Director Signature Date

VERIFICATION OF EMPLOYMENT TO BE COMPLETED BY THE HR OFFICE

Human Resources Date

Vice President of Finance Date
If requested by HR ___ YES ___ NO

IPD Representative Date

Please Return To:
Shorter University
Office of Human Resources
315 Shorter Avenue
Rome, GA 30165
706.233-7358 / FAX 706.236.1514



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Policy for Tuition Remission

Graduate Program Tuition Remission: Employees (This policy applies to Graduate Assistants)

Full-time employees whose job classification has an educational expectation may, with the recommendation of their administrative officer, enroll in the Graduate programs of Shorter University tuition free. The employee will pay all fees, including resource and computer fees. No release time from work responsibilities will be given. The employee will also be responsible for any income tax due for the benefit.

Once awarded, and based on continued eligibility, approval continues until the student drops out or graduates. However, a Tuition Remission form must be completed, signed, and sent to the Human Resources Office for each academic year for employment verification.

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