



Application for Tuition Remission

Student Name: _____ SSN#: _____ - _____ - _____

For *DEPENDENTS* (Undergraduate Program ONLY):

- CAPP Undergraduate Program
- Traditional Studies Undergraduate Program
- Online Program

Employee Name: _____

Relationship of dependent to employee (please check one)

- Spouse
- Dependent Child – Date of Birth ____/____/_____

Number of Credit Hours Anticipated:

Summer: _____ Fall: _____ Spring: _____

This is to certify that the student listed above is my dependent and meets the requirements in the Staff Handbook.

Employee Signature

Date

For *FULL TIME EMPLOYEES* (Undergraduate and Graduate Programs):

- CAPP Undergraduate Program
- CAPP Graduate Program
- Traditional Studies Program
- Online Program

Number of Credit Hours Anticipated:

Summer: _____ Fall: _____ Spring: _____

Employee Signature

Date

Supervisor Signature

Date

APPROVAL AND VERIFICATION OF EMPLOYMENT

Director of Human Resources

Date

Approved Denied

Reason: _____



POLICY FOR TUITION REMISSION

FACULTY/STAFF/DEPENDENTS UNDERGRADUATE TUITION REMISSION: No tuition charges will be made for any regular full-time member of the faculty/staff, the husband or wife of a full-time member, or for dependent children (biological adopted, or step-children up to age 25 if living at home and is claimed as a dependent) of a full-time member to attend Shorter University. An "Application for Faculty/Staff/Dependent Tuition Remission" must be obtained, completed and returned to the Human Resources office so that tuition remission may be awarded. Once awarded, and based on continued eligibility, approval continues until the student drops out or graduates, however, a Tuition Remission form must be completed for each academic year. This provision does not cover private instruction. All students seeking tuition remission are required to file for state and federal assistance. Students must meet the Satisfactory Academic Progress Requirement in order to continue to receive tuition remission. If a student receives state or federal aid, such aid will be applied to tuition and Shorter will absorb the difference between the grant(s) and the cost of the tuition. Each student is responsible for paying his or her own fees.

Employees granted this benefit will sign a promissory note that they are expected to work a minimum of 2 continuous years following the completion of the degree, and should they choose to terminate employment at Shorter University in less than 2 years, the remaining pro-rata portion of the tuition will be charged as a loan at the interest rate being charged at such time for Allie Hayes loans for continuing education. The pro-rata portion may be paid in lump sum at the time of termination or with monthly payments as set up by the Business Office. The form for tuition remission must be completed, signed and sent to the Human Resources office for employment verification.

The University may grant full-time employees time off to take one course in the undergraduate program to work toward a degree or for job improvement. Requests for time off to take a course MUST be approved in advance by the chief administrator for that division upon the recommendation of the immediate supervisor. An employee may take only one course during a semester. The form for tuition remission must be completed, signed and sent to Human Resources office for employment verification.

Undergraduate Tuition Remission as presented above applies to IPD employees and the campus minister, whose job classifications have an educational expectation.

GRADUATE PROGRAM TUITION FOR EMPLOYEES: Full-time employees whose job classification has an educational expectation may, with the recommendation of their administrative officer, enroll in the Graduate program 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 taxed due for the benefit.

Employees granted this benefit will sign a promissory note that they are expected to work a minimum of 2 continuous years following the completion of the degree, and should they choose to terminate employment at Shorter University in less than 2 years, the remaining pro-rata portion of the tuition will be charged as a loan at the interest rate being charged at such time for Allie Hayes loans for continuing education. The pro-rata portion may be paid in lump sum at the time of termination or with monthly payments as set up by the Business Office. The form for tuition remission must be completed, signed and sent to the Human Resources office for employment verification.

Tuition for the Graduate Program as presented above applies to IPD employees and the campus minister, whose job classifications have an educational expectation.



**SHORTER
UNIVERSITY**

**EMPLOYEE REIMBURSEMENT AGREEMENT
AND PROMISSORY NOTE FOR TUITION REMISSION**

Employees granted tuition remission (for the employee or for a spouse or dependent) agree to work a minimum of two continuous years following the completion of the course work leading to a degree bestowed by Shorter University. If no degree is attained, the employee agrees to work a minimum of two continuous years following the last date of the last course completed. Should the employee choose to terminate employment at Shorter University in less than two years, the remaining pro-rata portion of the amount of the discounted tuition must be paid to Shorter University. This repayment can be done in a lump sum or in monthly installments agreed upon by the former employee and the Shorter University Business Office. Interest will be charged on the repayment amount based on the U. S. Prime Rate on the date employment terminates.

All parties hereby waive demand, protests and notice of dishonor and agree to continue bound notwithstanding any extensions of time or release granted to any party herein.

Signature: _____ Date: _____

Address: _____

Witness Signature: _____ Date: _____