



Application for Graduate Assistant Tuition Remission

Is the Applicant new to the GA program _____ or a Returning GA _____

Student/Graduate Asst. Name: _____

SSN#: _____ - _____ - _____ Scholar ID # _____

Program Type (please check one)

CAPP Non-Term Program _____ CAPP Term _____ Online Program _____

Supervisor Name: (print) _____

Department Assigned: _____ Sport or Program: _____

If this person a new Graduate Assistant who is this Person Replacing: _____

Enrollment/Start Date: _____ Anticipated Graduation Date _____

Number of Credit Hours Anticipated for Academic Year: _____

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/Director Signature Date

Campus Ministries Date

VERIFICATION OF EMPLOYMENT TO BE COMPLETED BY THE HR OFFICE

Human Resources Date

Vice President of Finance Date

Please Return To:
Shorter University Office of Human Resources
315 Shorter Avenue Rome, GA 30165
706.233-7358 / FAX 706.236.1



Tuition Remission Policy

(This policy applies to Full-time Employees and 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.

For Fulltime employees, once awarded, and based on continued eligibility and Satisfactory Academic Progress (SAP), 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.

Graduate Assistants are considered temporary employees of Shorter University and will also be responsible for all fees, including resource and technology fees. The Graduate Assistant will also be responsible for any income tax due for the benefit.

Once awarded, and based on continued eligibility and Satisfactory Academic Progress (SAP), 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.

Please note: that the Internal Revenue Service deems any tuition Remission for Graduate studies over \$5250 in a calendar year to be taxable.

I have read and understand the above policy.

Employee/Student Name (printed) _____

Employee/Student Signature _____ Date _____

For Graduate Assistants Release Form

As a Graduate Assistant I understand that my success in the classroom is a top priority and to remain in the GA program I must maintain Satisfactory Academic Progress (SAP). My grades will be monitored by Athletic Director, my direct supervisor (Head Coach) and the Director of Human Resources. I will meet with one or more of the above semi-annually to review my Academic Progress.

I, _____, understand by signing this release, I give my permission for the Athletic Director, my direct supervisor (Head Coach) and the Director of Human Resources to have access to my academic records including my course grades while I am a Graduate Assistant at Shorter University.

I have read and understand the above release.

Employee/Student Signature _____ Date _____

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