

CERTIFICATE OF ELIGIBILITY FOR SYSTEMWIDE TUITION REMISSION

Higher Education Employees

Instructions: Before completing this form, please read carefully the Board of Regents' Systemwide Tuition Remission Policy for Higher Education Employees to determine whether you are eligible for tuition remission benefits. Then complete and sign the top section of this form, have it signed by your department head and by the Chief Personnel Officer of the College or University at which you are employed. Once approved by the Chief Personnel Officer, the Certificate will be returned to you. You must then submit it with your tuition bill to the Community College, State College or University at which you are enrolled.

Employee Name

Title and Department

Employee's University Collective Bargaining Unit

_____ Spouse

_____ Dependent Child

Name and Relationship of Individual Using Tuition Remission (if other than Employee)

Signature of Employee

Date

The individual named above is an employee of this University and meets all eligibility requirements for systemwide tuition remission.

Signature of Employee's Department Head

Date

Signature of Chief Personnel Officer (or Designee)

Date

Note: This Certificate is valid for 120 days after the date of signature by the Chief Personnel Officer. A new Certificate must be completed for each semester of study. This Certificate is not transferable.