



NOTRE DAME DE NAMUR UNIVERSITY

APPLICATION FOR TUITION REMISSION FOR EMPLOYEE, SPOUSE, DEPENDENT

To be completed and returned to Human Resources upon registration and PRIOR to course(s) beginning

(Circle one) SEMESTER: FALL SPRING SUMMER I SUMMER II YEAR: 20__

(Circle one) PROGRAM: UG UG/I G CRE CEU

NON-PROGRAM: Professional Development Professional Enrichment

NDNU EMPLOYEE & ID # _____

EMPLOYEE DATE OF HIRE _____

TELEPHONE CONTACT _____

EMPLOYMENT STATUS: FTF FTS PTF PTS GRAD ASST

DEPENDENT STUDENT NAME & ID # _____

DEPENDENT RELATIONSHIP _____

ADDRESS _____

DEPENDENT DATE OF BIRTH _____

ATTACHMENTS REQUIRED:

- Copy of your schedule. Remission will not be approved without schedule from Registrar's Office.
Copy of the updated academic plan for students admitted to an approved course of study.

I UNDERSTAND THAT GRADUATE TUITION REMISSION MAY BE CONSIDERED TAXABLE INCOME AND WILL BE REPORTED THROUGH PAYROLL.

(1) EMPLOYEE DATE (2) IMMEDIATE SUPERVISOR DATE

(3) FINANCIAL AID DATE (4) BUSINESS OFFICE DATE

(5) REGISTRAR'S OFFICE DATE (6) HUMAN RESOURCES DATE

For Office Use Only:

Approved Maximum units: _____ Notes: _____



Tuition Remission Process

1. All individuals must first refer to Tuition Remission policy in the Faculty or Administration/Staff Handbook for specific guidelines of the program.
2. The Tuition Remission form must be completed and all required signatures must be secured before the original form is submitted to Human Resources.
3. If an individual adds/drops or withdraws from courses during the semester, all pertinent information needs to be forwarded to the Human Resources Office to ensure proper credit.
 - a. Add/Drop: Courses dropped during the add/drop period will result in tuition and fees being reversed on the student account and NO tuition remission will be processed.
 - b. Withdrawals: After the drop deadline, an individual may withdraw from a semester-length course up to the Wednesday of the tenth week of the semester.
 - c. The Tuition Remission for the course will be reversed from the individual's student account, at which point the individual may become liable for the cost of the course.
4. The Business Office will credit remission after the ADD/DROP period for each semester.
5. If an employee becomes eligible for tuition remission during a given semester, the remission will be prorated (date to be determined by HR).