



## Tuition Remission Application for Faculty and Staff – Undergraduate and Graduate Degree

**Please read before completing this application:**

Tusculum requires that individuals making application for this program meet all current admission requirements of the Tusculum program, and if you are applying for the Undergraduate Degree, to file a Free Application for Federal Student Aid (FAFSA). Applicants to the Master's Degree programs are exempt from the FAFSA requirement policy adopted by The Board of Trustees. If you are interested in obtaining Un-Subsidized Federal Student Loans you will need to complete the FAFSA. **An employee must complete one year of consecutive, full-time employment prior to being eligible to apply for this Tuition Remission.**

If you, the applicant, are enrolled in or will enroll in a degree-seeking program at Tusculum, you are required to submit any documents required by the Office of Financial Aid and Student Campus Employment (copies of federal tax return transcripts may be necessary). Tuition Remission will be limited to tuition for a single program of study or a single class. If you are eligible for federal grants, state grants or scholarships, these amounts will be used to reduce the amount of your Tuition Remission. **Once you have completed this application, please submit to Tusculum Human Resources, PO Box 5093, Greeneville, TN 37743 by January 15<sup>th</sup>.**

Academic Award Year \_\_\_\_\_

Employee's Name \_\_\_\_\_ Department \_\_\_\_\_ Employee ID \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Please indicate the Degree program in which you are enrolled

Single Class: \_\_\_\_\_ Residential \_\_\_\_\_ GPS \_\_\_\_\_ Online

Associates Degree (General Studies): \_\_\_\_\_ Residential \_\_\_\_\_ GPS \_\_\_\_\_ Online

Undergraduate Level (Bachelors): \_\_\_\_\_ Residential \_\_\_\_\_ GPS \_\_\_\_\_ Online

Graduate Level (Masters): \_\_\_\_\_ Residential \_\_\_\_\_ GPS \_\_\_\_\_ Online

Please indicate the Program of Study in which you are enrolled

**Bachelors Program of Study**

**Masters Program of Study**

\_\_\_\_ Business Administration (BSBA)

\_\_\_\_ Business Administration (MBA)

\_\_\_\_ Management (BSM)

\_\_\_\_ Education Curriculum & Instruction (EDUC - C&I)

\_\_\_\_ Healthcare Management (BSHCM)

\_\_\_\_ Accountancy (MACC) (Coming soon-pending SACA\_COC approval)

\_\_\_\_ Information Technology (BSIT)

\_\_\_\_ Talent Development (MTD)

\_\_\_\_ Interdisciplinary Studies (Licensure K-5)

\_\_\_\_ Family Nurse Practitioner (MSN)

\_\_\_\_ Psychology-Behavioral Health Concentration

\_\_\_\_ Teaching (MAT)

\_\_\_\_ Talent Development

\_\_\_\_ Other (Please list) \_\_\_\_\_

**By signing this form, I understand that the tuition remission is awarded based on employee eligibility and length of service with the Tusculum, as well as budget and funding considerations. I understand that the employee must complete one year of consecutive, full-time employment prior to being eligible to apply for this scholarship.**

*I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I agree that any misrepresentation, falsification or omission of facts thereon, regardless of when discovered, shall justify in no longer being eligible for the Tuition Remission Program. My signature constitutes my agreement thereto in return for consideration of my application.*

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor Recommendation for Faculty and Staff Tuition Remission- (Required)**

I fully support the above employee in working toward their academic goal here at Tusculum.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Human Resources Office Authorization Area**

Employment Date: \_\_\_\_\_ Eligibility Date: \_\_\_\_\_

Employee meets eligibility requirements: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Comments: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Human Resources Office - Please send to Financial Aid, PO Box 5049)