

**Nebraska State College System - _____ State College
Employee/Immediate Family Tuition Remission Request Form**

Form must be completed and approved prior to tuition payment due date for that term.

Applicant Name _____ Employee or Student NUID# _____

Employee Name _____ Relationship to Employee _____

If Employee's child, list DOB _____

Applicable Policy: <input type="checkbox"/> NAPE/AFSCME <input type="checkbox"/> NSCPA <input type="checkbox"/> SCEA <input type="checkbox"/> Board Policy 5104 <input type="checkbox"/> Board Policy 5103 <input type="checkbox"/> Board Policy 5102	_____ 67% Remission _____ \$1.00 Waiver
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For Employees Only:

Course is scheduled during nonwork hours

Course is scheduled during work hours and requires supervisory approval. Work hour deviations are approved as follows:

Courses requested for remission:

Fall 202____

Spring 202____

Summer 202____

Department	Course & Section	Course Title	Credit Hours	Online Course Yes/No	*Graduate Level Course Yes/No

Requested By:

Applicant Signature/Date

Employee Signature/Date

Routing/Approval: Form must be completed and approved prior to tuition payment due date for that term.

Supervisor- notified or approval if necessary due to work schedule conflict *(for employees only)* _____
Signature/Date

Human Resources- confirms Employee and Applicant eligibility _____
Signature/Date

Vice President for Administration & Finance- (President's designee) grants approval _____
Signature/Date

Financial Aid- records the amount of remission _____
Signature/Date

Business Office- updates student account _____
Signature/Date

*Graduate-level tuition reductions for an employee's spouse and children will be included in the income of the employee and taxed accordingly.