

TUITION REMISSION AGREEMENT

Please refer to Policies and Guidelines for Tuition Remission Program in your Faculty Handbook/Policy & Procedure Manual for details about this benefit.

Application deadlines are as follows:

July 15 – Fall Semester | December 15 – Spring Semester | May 1- Summer Semester

Employee Name: _____ **Date of Hire:** _____

Student Name: _____ **Date of Birth:** _____

Relation to Employee: _____ **Date of VWU Admission:** _____

Supervisor Name (if student is an employee): _____

Qualifications

- Have been employed by VWU, Aramark, or Sodexo for six months before the start of the desired semester
 - Be a full-time employee or a regularly scheduled part-time employee (please note: dependents of part-time employees are not eligible for this benefit)
 - Have completed an application for Tuition Remission in accordance with the deadlines stated above.
- Tuition remission is not available for January Term

Each employee is expected to successfully pass each course. An employee who fails to complete (failing grade, Incomplete (I), or Withdrawn (W)) two or more courses taken in this program will be required to reimburse the University at a rate equal to 1/3 the current posted rate for the course in question. Such reimbursement begins with the second unsuccessfully completed course. Full-time employees who are working toward a degree may take no more than 6 courses in the remission program in any given fiscal year; there is a limit of 18 credit hours per semester of enrollment at VWU in the Tuition Remission program. Employees using tuition remission benefits will pay regular, existing costs for overloads. No employee may take the same course twice tuition free. Employees who are taking courses but are not working toward a degree may take no more than two courses in any fiscal year. Part-time employees may take no more than one course per semester. Employees using tuition remission benefits may enroll in classes through Tuition Remission on a space available basis only. Graduate courses paid by tuition remission are taxable income.

Student Complete/Please Print:

I plan to enroll in _____ **Day,** _____ **Evening & Weekend, or** _____ **Online classes**

as an _____ **Undergraduate or** _____ **Graduate student**

during the semester/year: _____

I will be a _____ **part-time or a** _____ **full-time student. I plan to register for** _____ **credit hours.**

I have read the *Policies and Guidelines for Tuition Remission* and agree to abide by my obligations when using this benefit.

Student Signature: _____ **Date** _____

Employee Signature: _____ **Date** _____

Supervisor Signature is required if the student is an employee:

_____ **Date** _____

Human Resource Approval: _____ **Date** _____

cc: Office of Finance (Student Accounts)

Financial Aid