

**TUITION REMISSION AGREEMENT**

*Please refer to Policies and Guidelines for Tuition Remission, Assistance, and Exchange Programs 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 Complete/Please print)

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Student Name: \_\_\_\_\_

Relation to Employee: \_\_\_\_\_ Date of VWU Admission: \_\_\_\_\_

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(Student Complete/Please Print)

During the semester/year: \_\_\_\_\_, I plan to enroll in the following program(s)  
(select all that apply):

\_\_\_ Day \_\_\_ Evening \_\_\_ Online degree completion \_\_\_ M.B.A.

\_\_\_ Full time \_\_\_ Part time Number of credit hours: \_\_\_\_\_

I have read the *Policies and Guidelines for Tuition Remission, Assistance, and Exchange Programs* and agree to abide by my obligations in accepting this benefit.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student SSN

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Supervisor Approval (when student is employee): \_\_\_\_\_

Date: \_\_\_\_\_

Human Resource Approval: \_\_\_\_\_

Date: \_\_\_\_\_