

Tuition Remission Application – Employee’s Spouse or Dependent



CABRINI
UNIVERSITY

Employees can apply for tuition remission for their spouses and dependents by completing and signing this form, obtaining the required approval signatures, and—before the first day of class—submitting it to the Office of Human Resources. Tuition Remission Policy available online under www.cabrini.edu/HR.

Employee Name _____ ID Number _____
 Department _____ Email _____
 Date of Full-Time Employment (MM/DD/YY) _____
 Spouse/Dependent Name _____ ID Number _____
 Relationship to Employee: Spouse Dependent

Semester Benefit Requested: Fall Winterim Spring Summer Year: _____
 Credit Type: Undergraduate Graduate (Tuition will be assessed as taxable income)
 Anticipated Number of Credits for Academic Year _____
 Applied for FAFSA (dependents only)? Yes No
 Graduate Degree Program _____

List requested courses and attach printed Student Detail Schedule, available on Cabrini One under Student tab. The number of semester credit hours must be consistent with the University’s Tuition Remission Policy.

- Course Title _____ Course Name/# _____
 Credit Hours _____ Class Days & Times _____
- Course Title _____ Course Name/# _____
 Credit Hours _____ Class Days & Times _____
- Course Title _____ Course Name/# _____
 Credit Hours _____ Class Days & Times _____
- Course Title _____ Course Name/# _____
 Credit Hours _____ Class Days & Times _____
- Course Title _____ Course Name/# _____
 Credit Hours _____ Class Days & Times _____

Employee Certification: I have read, understand, and agree to abide by all provisions of the tuition remission policy. I further understand that this benefit is the actual cost of tuition only. I am responsible for any fees, if applicable. If my course load changes, I will notify Human Resources.

Employee Signature _____ Date _____

To be completed by Human Resources:

Approved? Yes No
 If no, reason: _____

Human Resources Signature _____ Date _____

Date to Financial Aid _____ Date Employee Notified _____
 Number of Credits Approved _____ Graduate Undergraduate