



Tuition Remission Application

Required Each Academic Year for which Benefits Are Sought

Employee (please print): _____

Department: _____ Hire Date: _____ Academic Yr: _____

Name of Applicant: _____

Applicant's Relationship to Employee:

- Self
- Dependent Child
- Spouse

Employees Only:

- Degree Seeking
- Professional Development Course

- Did you **claim the named dependent** on your prior year's tax return?
Yes___ No___
- Have you **filed the FAFSA**? Yes___ No___
 - If not, are you seeking a waiver of this requirement? ___ or
 - Is this for Dual Enrollment credits? _____
- Has the Applicant **received Tuition Remission previously**? Yes___ No___
- If yes, academic year(s) _____ Credits earned _____
- Are these dual enrollment credits? _____
- Did the applicant receive a degree from MAC previously? _____
- Has the Applicant been **awarded or applied for Tuition Exchange**?
Yes___ No___ If yes, is this application for summer credits only? Yes___
No___ Other Explanation _____

Tuition Remission does not cover fees, books, meals, housing, independent or directed study, and study abroad. Failure to pay these amounts by the due date, or establish a payment plan with the Business Office, will result in loss of privileges as applied to all students with an outstanding balance. Repeated failure to pay outstanding amounts may result in revocation of Tuition Remission or denial of future applications. By signing below, I acknowledge my understanding of the foregoing and agree to pay any and all non-covered expenses associated with my attendance.

Employee Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

(Supervisor signature only required for Professional Development Coursework)

Human Resources Certification of Eligibility

HR Rep _____ Employee Status and Eligibility _____