WESTMINSTER COLLEGE
APPLICATION FOR REMISSION OF TUITION
FOR COLLEGE EMPLOYEES AND ELIGIBLE DEPENDENTS

STUDENT NAME:_____ STUDENT ID#:_____

EMPLOYEE NAME:_____ Academic Year _____

1. **Student's Status:**
☐ Full-time, Permanent Employee ☐ Employee's Spouse ☐ Graduate Assistant
☐ Employee's Unmarried, Dependent Child *Child's Date of Birth:*_____

2. **Student's Class Level:**
☐ Undergraduate ☐ High School ☐ Graduate ☐ Graduate - MBA Program ☐ Other

3. **Number of courses planned:**
_____ 1st Summer Session _____ 2nd Summer Session _____Fall _____Spring

4. **Student is receiving financial aid from the following:**
☐ Federal Pell Grant ☐ Pennsylvania State Grant

5. **Employee's Department:** _____T**itle/Position:**_____

6. **Employee's Full-time Employment Date** _____

Please read important information on the second page

_____ _____
Employee Signature Date

_____ _____
Department Supervisor Signature Date
(Supervisor's signature required *only* if student is employee)

FOR FINANCIAL AID USE ONLY

Comments:_____

_____ _____
Director of Financial Aid Signature Date

FOR HUMAN RESOURCES USE ONLY

Date of employment for Tuition Remission eligibility _____ ☐ Approved ☐ Denied

Comments:_____

_____ _____
Director of Human Resources Signature Date

TUITION REMISSION FORM FOR WESTMINSTER COLLEGE EMPLOYEES AND ELIGIBLE DEPENDENTS

GENERAL INFORMATION

1. This application is valid only for the term(s) specified herein. An academic year begins with Summer Session and ends with Spring Semester for tuition remission purposes.

2. All full-time, non-temporary employees are eligible for full tuition remission immediately upon employment. Spouses and dependents of those employed full time by the College are eligible for 100% tuition reduction after one year of full time employment.

3. Full-time employees and their spouses may utilize the tuition remission benefits to earn up to and including one undergraduate and one graduate degree. Dependent children of full-time employees may utilize the tuition remission benefit to earn an undergraduate degree.

4. The Tuition Remission Benefit is for tuition only and does not include any other applicable fees.

5. Private lessons and independent study that is not a part of the prescribed major are not covered.

6. Tuition Remission is not portable to off-campus and study abroad programs except for study abroad programs that are Westminster course offerings led by Westminster faculty.

7. Tuition for a Master's in Education or Clinical Mental Health degrees are covered at 100% by the Tuition Remission Benefit. Tuition for the Master's in Business Administration degree will be covered at 50% for employees and spouses, and at 100% for Graduate Assistants at the College.

8. Employees and their dependants must confer with the Director of Financial Aid annually to discuss whether they may be eligible to receive grants, on the basis of financial need, provided by the federal and/or state governments. The College reserves the right to require application for financial aid (FAFSA) as a prior condition for receiving College provided tuition remission.

9. Any financial liabilities that may develop are the responsibility of the employee of the College, and may be deducted from an employee’s net pay.

10. In the event of termination of employment with the College while the terminating employee, spouse, or eligible dependent children are enrolled for courses, the employee should contact the Director of Human Resources regarding when tuition benefits will end. At this point, benefits will be prorated based on the Federal Pro-Rata Refund Policy.