



Hampshire College

Application for Tuition Remission

Please print clearly and complete all information requested.

Employee Information

Employee Name _____
Home Address _____
Department _____ Title _____
Date of Hire: _____ FTE: _____ Faculty Administrator Staff
Extension _____ Home Telephone () _____

Student Information

Student Name _____
Home Address _____
Relationship to employee: _____
Date of Birth _____ Marital Status _____
Student will be enrolled in: Academic Year: _____ Fall _____ Spring _____

Procedures and Policy for Tuition Remission Benefit

Employee must submit the following items to insure processing (only if benefit is for a dependent and not the employee):

- application for tuition remission
- supply proof of the dependent's age (i.e. driver's license, birth certificate, when first applying)
- supply official verification that the child is a dependent (copy of most recent tax return, provided once a year)

- I have reviewed and understand the Tuition Remission Policy as stated in the Hampshire College Policy Manual, and have discussed any questions regarding this policy with Human Resources.

Submitted by: _____ Date: _____
Employee's Signature

Human Resources Certification

Semester # _____ Proof of age Proof of dependent status
General Ledger 90-033001-62461 FTE: _____
Certified by _____ Date: _____

Business Office Certification

Fall Semester Total Tuition Remission Allowed \$ _____ @ _____ FTE
Spring Semester Total Tuition Remission Allowed \$ _____ @ _____ FTE
Certified by: _____ Date: _____