

Application for Tuition Discount

Steps to complete:

1. Fill out this form.
2. Submit to Supervisor for signature.
3. Send to Human Resources Office for review and approval.

Employee Name: _____ Hire Date: _____ Emp ID#: _____

Dept. #: _____ Dept. Name: _____ Discount for: Self Child Spouse

Student's Name: _____ Birthdate: _____ Student ID#: _____

Semester/Term: _____ Year: 20 _____ Location of Classes: _____
 (Please List Center Above)

Units Requested: _____ # Units Discounted since June 1st of current fiscal year: _____

Please circle the appropriate code for which the units requested are to be applied:

- | | |
|--|---|
| UEN Undergraduate Level ---Employee | GE Graduate Level ---Employee* |
| UCN Undergraduate Level ---Dependent Child# | |
| USN Undergraduate Level ---Dependent Spouse# | |
| | GCY Graduate Level ---Dependent Child# |
| | GSY Graduate Level ---Dependent Spouse# |

H.R. OFFICE USE ONLY:

Job Related: _____ Yes-Non-Taxable
 _____ No-Taxable

** Please complete and attach the Employee Graduate Program Questionnaire if requested units are graduate level.
 # Please complete and attach the Certification of Dependent Eligibility if requested units are for an eligible spouse or child.*

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

For HR	UseEmployee Status: 010 011 025 030 031 032 034 040 041 042 043 044Other: _____
	Staff/Admin. Hours: 40 30 20 <20
	DISCOUNT _____ Units at 100% _____ Units at 50% _____ Units at 30%
	Human Resources Approval: _____ Date: _____

For SBS	UseUnits Discounted at 100% (Current Semester) Units: _____ \$ _____
Units	Discounted at 50% (Current Semester) Units: _____ \$ _____
Units	Discounted at 30% (Current Semester) Units: _____ \$ _____
Business	Office Approval: _____ Date: _____