

**Nebraska State College System for \_\_\_\_\_ State College  
Immediate Family Tuition Remission Request Form**

Applicant Name \_\_\_\_\_  
Employee Name \_\_\_\_\_

Student NUID# \_\_\_\_\_  
Relationship to Employee \_\_\_\_\_  
If Employee's child- list d.o.b. \_\_\_\_\_

<b>FOR HR USE ONLY</b>			
Applicable Policy:	<input type="checkbox"/> NAPE/AFSCME <input type="checkbox"/> Board Policy 5104	<input type="checkbox"/> NSCPA <input type="checkbox"/> Board Policy 5103	<input type="checkbox"/> SCEA <input type="checkbox"/> Board Policy 5102

**Requirements:**

- Employees must be currently employed on a full time basis- at least .75 FTE.
- A 67% remission is available to an employee's spouse or a child who is 24 years of age or younger. Marital status of a child does not impact eligibility. Child shall mean biological, adopted and children for whom the employee is a legal guardian.
- The remission applies to tuition only, not fees. Remissions for online courses are granted at the on-campus tuition equivalent.
- Applicants must be admitted as students of the College and must have met all normal academic requirements.
- The remission is available for undergraduate and graduate courses.

**Courses requested for remission:**

Fall 201\_\_\_\_       Spring 201\_\_\_\_       Summer 201\_\_\_\_

Department	Course & Section	Course Title	Credit Hours	Online or Correspondence Course- Yes/No

**Requested By:**

\_\_\_\_\_  
Applicant Signature/Date

\_\_\_\_\_  
Employee Signature/Date

**Routing/Approval:**

- Human Resources- confirms Employee and Applicant eligibility \_\_\_\_\_  
Signature/Date
- Vice President for Administration & Finance- (President's designee) grants approval \_\_\_\_\_  
Signature/Date
- Financial Aid- records the amount of remission \_\_\_\_\_  
Signature/Date
- Business Office- updates student account \_\_\_\_\_  
Signature/Date