



Application For Faculty/Staff/Dependent Tuition Remission

Student Name: _____

SSN#: _____ - _____ - _____

Program Type (please check one)

- Professional Studies Non-Term Undergraduate Program
- Professional Studies Non-Term Graduate Program
- Traditional Studies Term Program

Employee Name: _____

Relationship of dependent to employee (please check one)

- Spouse
- Dependent Child

Number of Credit Hours Anticipated:

Summer: _____ Fall: _____ Spring: _____

This is to certify that the student listed above is my dependent and meets the requirements in the Staff Handbook.

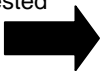
Employee Signature Date

Supervisor Signature Date

VERIFICATION OF EMPLOYMENT TO BE COMPLETED BY THE HR OFFICE

Director of Human Resources Date

Only When Requested by HR



Vice President of Finance / CFO Date

FACULTY/STAFF/DEPENDENTS UNDERGRADUATE TUITION REMISSION:

Please Return To:
Shorter College
Office of Human Resources
315 Shorter Avenue
Rome, GA 30165
Tel 706.233.7358



Application For Faculty/Staff/Dependent Tuition Remission

No tuition charges will be made for any regular full-time member of the faculty/staff, the husband or wife of a member, or for dependent children of a member to attend Shorter College. An "Application for Faculty/Staff/Dependent Tuition Remissions" may be obtained, completed and returned to the Human Resources office so that tuition remission may be awarded. This provision does not cover private instruction. These students are required to file for state and federal assistance. If a student receives such aid, it will be applied to tuition and the institution will absorb the difference between the grant(s) and the cost of the tuition. Each student is responsible for paying his or her own activity fee.

Employees granted this benefit will sign a promissory note that they are expected to work a minimum of 2 continuous years following the completion of the degree, and should they choose to terminate employment at Shorter College in less than 2 years, the remaining pro-rata portion of the tuition will be charged as a loan at the interest rate being charged at such time for Allie Hayes loans for continuing education. The pro-rata portion may be paid in lump sum at the time of termination or with monthly payments as set up by the Business Office. The form for tuition remission must be completed, signed and sent to the Human Resources office for employment verification.

The college may grant full-time employees time off to take one course in the undergraduate program to work toward a degree or for job improvement. Requests for time off to take a course MUST be approved in advance by the chief administrator for that division upon the recommendation of the immediate supervisor. An employee may take only one course during a semester. The form for tuition remission must be completed, signed and sent to Human Resources office for employment verification. Undergraduate Tuition Remission as presented above applies to IPD employees and the campus minister, whose job classifications have an educational expectation.

GRADUATE PROGRAM TUITION FOR EMPLOYEES:

Full-time employees whose job classification has an educational expectation may, with the recommendation of their administrative officer, enroll in the Graduate program of Shorter College tuition free. The employee will pay all resource and computer fees and no release time from work responsibilities will be given. The employee will also be responsible for any income taxed due for the benefit.

Employees granted this benefit will sign a promissory note that they are expected to work a minimum of 2 continuous years following the completion of the degree, and should they choose to terminate employment at Shorter College in less than 2 years, the remaining pro-rata portion of the tuition will be charged as a loan at the interest rate being charged at such time for Allie Hayes loans for continuing education. The pro-rata portion may be paid in lump sum at the time of termination or with monthly payments as set up by the Business Office. The form for tuition remission must be completed, signed and sent to the Human Resources office for employment verification. Tuition for the Graduate Program as presented above applies to IPD employees and the campus minister, whose job classifications have an educational expectation.

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