

**WILKES UNIVERSITY
EMPLOYEE TUITION REMISSION APPLICATION 2011-12**

***Application must be submitted prior to the beginning of each semester that classes will be taken.**

Please initial the checklist items below:

- ___ I have read and understand the requirements of the Wilkes Tuition Remission Policy (See Staff Policies Manual, Policy #381, <http://wilkes.edu/include/aboutwilkes/hr/policies/pol381.html>)
- ___ I have completed the 2011-12 FAFSA and submitted it before the May 1, 2011 deadline and have submitted all documentation that were requested from Federal or State agencies or Wilkes University to determine my eligibility for financial aid. (If you missed the deadline please provide a written explanation on the back of this application.)

I authorize the Payroll Department to deduct from my salary any fees and/or other costs not covered through the tuition remission policy. Such deductions will occur semi-monthly and will be equal to 5% of my gross semi-monthly base pay. Deductions will commence as soon as administratively possible and will continue until the unpaid balance is satisfied. Signature: _____

Employee Name:		WIN:	
Department:		Title:	
Student Type:	(circle one) Undergraduate Graduate	*Doctorate	*Dept approval req.
Course of Study / Major:			
Employee Signature:			Date:

Please indicate your 2011-12 enrollment plans below. Pending Tuition Remission will be projected across the academic year so that any additional financial aid you may be eligible to receive can be properly awarded. If changes to your tuition remission occur, your financial aid will be adjusted accordingly.

<i>Term descriptions</i>	Anticipated Enrollment by term	Credits	
		Undergrad	Graduate
(term 201130 or Creative Writing term 201208)	Fall 2011		
(term 201205)	Intersession		
(term 201210 or Creative Writing term 201215)	Spring 2012		
(term 201220)	Summer 2012		
<i>Total anticipated 2011-12 Credits</i>			

APPROVALS

Supervisors are responsible for approving a course(s) to be taken during an employee's regular work schedule. Supervisors will first consider the business needs of the office before granting such approval.

"I have reviewed the employee's enrollment plan and will review course selection at the time of registration. Approval is pending until section selection and times are confirmed."

Supervisor Signature: _____ Date: _____

1. HR Approval: _____ Date: _____

2. Financial Aid Approval: _____ Date: _____

TR Benefit calculation = _____ Total: _____