

APPROVAL FORM FOR TUITION REMISSION

Education and lifelong learning are central to the mission of Southern Vermont College. As a result, College policy includes tuition remission for College employees and their families. However, taking classes cannot conflict with a primary obligation of employment responsibilities. Every effort should be made to enroll in classes that do not meet during work hours. Supervisory approval must be obtained if an employee needs to take a class that conflicts with his or her regularly scheduled hours, and satisfactory arrangements must be made to make up for lost time.

AUTHORIZATION: Academic year _____ Fall Spring Summer
(circle one)

Name of
Student _____

Name of Employee

Class _____ day/time _____

Class _____ day/time _____

Class _____ day/time _____

Employee's
signature _____

Supervisor's
signature _____

Date of employment _____ Credit
eligibility _____

Credits used this year before this request _____ Credits being
requested _____

Credits remaining _____

Registrar's Acknowledgement _____

Student Account Manager's Acknowledgement _____

When form is complete, the original must be returned to the Human Resources Director with copies submitted to the Registrar and Student Account Manager. It is the employee's responsibility to notify the HR Director in writing if a class is dropped.

