

**REQUEST for ONLINE COURSE REGISTRATION
under the TUITION REMISSION BENEFIT**

An employee must complete this form when the employee or the employee's spouse or dependent would like to use previously requested tuition remission for an online course. This form does not take the place of the Tuition Remission Request Form, but is in addition to that form for online courses only.

- Tuition remission will apply to an online course only after the minimum course enrollment has been met and before the maximum has been exceeded.
- This form must be completed and submitted to the Registrar's Office as early as possible, but no later than the first day of the requested online class.
- One form must be completed for each course requested.
- Student registration for an online course using tuition remission will be conditional until Census Day at which time it will be determined if the course is eligible for tuition remission based on the course enrollment.
- Per policy, tuition remission covers the cost of tuition only. It does not apply to fees and other charges (for example, the Online Course Fee).

Employee's name: _____

Employee's social security number: _____

Requesting tuition remission for:

Employee/Self _____ Spouse _____ Dependent _____

Spouse/dependent's name: _____

Spouse/dependent's social security number: _____

Online course information:

Semester and year: _____

Course number and title: _____

Employee's signature: _____

Date: _____

FOR THE REGISTRAR'S OFFICE ONLY

Received by Registrar's Office

Date: _____

Initial: _____

Does course enrollment qualify for tuition remission use?

Yes _____ No _____

Signature: _____

Date: _____

Please forward a copy of the completed form to the Financial Aid Office.