

MMC

Application for EMPLOYEE Tuition Remission

Employee Name _____ Department _____

Tuition remission, up to a **maximum of eight (8) credits per semester** (including **one (1) non-credit course per semester**), is extended to full-time employees. Courses (including audits) may not be scheduled during working hours or lunch periods, nor will these hours be adjusted to accommodate such scheduling.

I hereby request **EMPLOYEE** tuition remission for the _____ Semester, 20_____.

Department Head Signature

Date

Employee Signature

Date

The following course information is required.

Course Number	Date/Days	Time	No. of Credits
Total:			

This form must be returned to the Personnel Department before enrolling in courses.

Approved by: _____

Date: _____

Charge to: 11-90722-45000

Please Note: Employees and their dependents taking courses at MMC are subject to all course related fees and charges for forfeited tuition.