

If you anticipate using any tuition remission benefit during the **2008-09 academic year** (Fall, Spring and/or Summer semesters), whether for yourself, a spouse, and/or dependent(s)*, and whether for undergraduate or graduate courses, **you need to complete a Tuition Remission Request form and submit it by Monday, March 3rd.**

Please read the following important information about this process before completing a form:

- ◆ A separate form is required for each person who will be taking classes.
- ◆ Please download the appropriate Tuition Remission Request form(s) from the HR website at <http://www.georgefox.edu/offices/hr/EmployeeBenefits.index/beneforms.html>. You will need to scroll about halfway down the page. Please note there is one form for undergraduate (including SPS) tuition remission and a different form for graduate tuition remission.
- ◆ These forms have been updated, so please use only the current versions of this form posted on the website.
- ◆ Be sure you complete ALL of the requested information and signatures. Incomplete forms will be returned to employees without being processed.
- ◆ **TR requests are due in HR by Monday, March 3rd.**
- ◆ Please refer to the Employee Handbook (Section 4.8, beginning on page 40) if you have specific questions about the tuition remission policy. You can go to <http://www.georgefox.edu/offices/hr/> and click on the link to the handbook.
- ◆ If you are beginning a **graduate program**, you must have the admissions counselor's signature on the form indicating that you have been accepted into the program before you submit your request to HR. If acceptance into a program is not possible before March 1, late requests for graduate tuition remission will be accepted as long as they are submitted upon being accepted.
- ◆ If you want information about the **Tuition Exchange** program, please contact Missy Terry. If you are applying for tuition exchange benefits for your child but are not sure he/she will be granted the scholarship, you should also apply for tuition remission at George Fox.
- ◆ If you have a student who will likely be a **freshman next academic year** but who has not yet completed the undergraduate admissions process, please complete a tuition remission request form anyway. Do not wait until he or she has been accepted.
- ◆ Students may be required to complete a Free Application for Student Federal Aid (FASFA) each year.

Again, these completed forms must be in Human Resources by March 3rd. If you miss the deadline, your tuition remission cannot be guaranteed for next year.