

## Important Information and Instructions about Requesting Tier I Tuition Remission for 2018 - 19

**ALL EMPLOYEES WHO WISH TO PARTICIPATE IN 2018-19 MUST APPLY FOR TUITION REMISSION BETWEEN OCTOBER 25<sup>TH</sup> AND NOVEMBER 3<sup>RD</sup>. Even if you have completed an application for a current student, or completed a form earlier in the month you must re-complete the new Google Form [Open Enrollment for 2017-18 Academic Year GFU Tuition Remission](#).**

If there is a possibility that you will use tuition remission during next academic year (Fall 2018, Spring 2019 and/or Summer 2019), whether for yourself, a spouse, and/or dependent(s), **you must request Tuition Remission by the deadline each year. (It is better to request tuition remission and not use it than to regret not requesting it.)**

**Please read the following [before](#) completing a form:**

- These forms are now in Google Doc format.
- Please refer to the Employee Handbook if you have specific questions about the tuition remission policy. This is a complex benefit with much detailed information, and the Employee Handbook is the most reliable source for complete and accurate information. See section 4.8: [GFU Human Resources Website](#) (see Tuition Remission Policy in the Employee Handbook).

**Please note: A section of the policy that has been revised but is not yet reflected in the employee handbook is the following:** “To remain eligible for tuition remission, students must meet both academic and behavior standards. Students must be in Good Standing or in Academic Warning status as described in the Academic Catalog and Handbook at the beginning of each semester for which tuition remission is requested. Students on Academic Probation are not eligible for tuition remission. Undergraduate students must also be in good standing as described in the Undergraduate Student Handbook, and graduate students must be in adherence to any conduct requirements of their respective programs. If a student believes the loss of his or her tuition remission is due to extenuating circumstances, the student may appeal the decision to a tuition remission appeals committee chaired by the AVP of Human Resources. The decision of this committee will be final.” **This revision replaces the following wording:** “To remain eligible for tuition remission, students must maintain satisfactory academic progress as defined by the institution for the particular programs in which they are enrolled.”

- If you or a spouse will be **beginning a graduate program and have not yet been admitted**, please submit by October 31<sup>st</sup>. *Final approval will be pending acceptance.*
- If you want information about the **Tuition Exchange** program, please **contact** the Tuition Exchange Liaison Officer, **Janelle Freitag, Ext. 2141 or [jfreitag@georgefox.edu](mailto:jfreitag@georgefox.edu)**.
- 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**. This also covers students who change their minds.
- 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. We recommend that new and prospective students contact [Admissions](#) to get the process started and receive a George Fox ID number (and include it on the application).
- Students receiving tuition remission may be required to complete a Free Application for Student Federal Aid (FASFA) each year.

**The Google Doc form must be completed/submitted to Employee Empowerment by NOVEMBER 1ST.  
If you miss the deadline, you will not be granted tuition remission for 2018 - 19.**

If you have additional questions or need assistance with the Tuition Remission forms please contact:  
Darby Thiessen, Director of Employee Benefits and Employee Relations  
George Fox University Office of Employee Empowerment at 503-554-2188 or [dthiessen@georgefox.edu](mailto:dthiessen@georgefox.edu)