



**EMPLOYEE BENEFIT REQUEST
TUITION REMISSION**

Instructions

Please complete this form to request tuition remission for yourself and/or an eligible dependent. Requests should be submitted to Human Resources **each semester**. Submissions can be hand-delivered to the Mary Neils building, faxed with to (503) 961-8930, or emailed to hr@cu-portland.edu. Applications are due no later than the last day of the add/drop period.

EMPLOYEE INFORMATION

Name	Employee ID Number	Date of Hire
Employee Type <input type="checkbox"/> FT Regular <input type="checkbox"/> PT Temporary Faculty <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> PT Regular <input type="checkbox"/> FT/PT Temporary Staff	Academic Period of Request Start _____ End _____	

STUDENT INFORMATION

Student	Name	Birthdate	SSN or CU ID	CRN
<u>FT Employee or Emeritus</u> 100% Undergraduate 30% Graduate				
<u>FT Employee Dependent</u> 80-100% Undergraduate 30% Graduate				
<u>FT/PT Temporary Employee*</u> 100% Undergraduate 30% Graduate				
<u>Graduate Assistant</u> 30% Graduate				

* Temporary employees are limited to one course per semester or cycle working.

Notes: _____

EMPLOYEE ACKNOWLEDGEMENT

I understand the University's tuition remission policy and requirements as outlined in the Faculty and Staff Handbooks. I agree to notify Human Resources as early as feasible should circumstances change. I understand that any active tuition remission will end at the completion of the semester in which I am no longer employed (with the exception of retirees with Emeritus status).

Employee Signature

Date

HUMAN RESOURCES AUTHORIZATION

Approved

Employee Hire Date

Discount Rate

HR Printed Name

HR Signature

Date