



RHODES STATE COLLEGE
Employee Tuition and Fee Waiver / Reimbursement Benefit Form

See *Employee Educational Tuition Reimbursement & Waiver Policy 2.08* for eligibility, work commitments and other information.

Tuition and Fee Waiver / Reimbursement Form must be signed by Supervisor, Cabinet Member and Human Resources prior to start of each semester for which the benefit is being requested.

A separate form must be submitted for each semester of enrollment.

Faculty / Staff Member / Adjunct* Information:

Name Faculty / Staff / Adjunct: _____ Position: _____

Department: _____ RSC ID Number: _____

Requesting a Tuition Waiver (classes at RSC) or Tuition Reimbursement (classes taken at other institutions): _____

**Adjuncts can only request a tuition and fee waiver for courses taken at Rhodes State College and in accordance with policy guidelines*

Course Information:

Institution: _____ Degree Pursuing: _____

Education Level: _____ (undergraduate / graduate)

Course Title and Number: _____ Course Credit Hours: _____

Course Days and Times: _____

Total Amount of Tuition and Fees to be Waived or Reimbursed: _____

Steps to submit a Tuition Waiver Form:

- Step 1: Complete form, obtain all signatures and submit to HR for final signature (prior to start of course)
- Step 2: HR to review and approve that employee / adjunct is eligible and sign form
- Step 3: HR to route to Financial Aid
- Step 4: Financial Aid to determine financial aid eligibility, process the tuition waiver amount and apply to the student's account. Student can review account information on their STARS account.
- Step 5: Upon course completion, employee / adjunct must provide HR with proof of satisfactory course completion.

Steps to Submit a Tuition Reimbursement Form

- Step 1: Complete form, obtain all signatures and submit to HR for final signature (prior to start of course)
- Step 2: HR to review and approve that employee is eligible and sign form
- Step 3: HR to return signed form to employee
- Step 4: Upon course completion, employee must return signed form, proof of successful completion of course and proof of payment to HR.
- Step 5: HR to route to the Business Office to process approved reimbursement



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Approval (must be completed prior to start)

Signature, Faculty / Staff / Adjunct

Date

Signature, Chair / Dean / Supervisor

Date

Signature, Cabinet Member

Date

Signature, Human Resources

Date

Financial Aid Office to complete (waiver):

Tuition Waiver amount awarded: _____

Student Type: _____

Attempted Hours: _____

GPA: _____

Business Office to complete (reimbursement)

Department and Account Number: _____

Amount Reimbursed: _____

Date: _____

Date Paid: _____

Check Number: _____