# **Continuing Education**

#### Continuing Education

cc to comp

registered

### Tuition Remission Form

**BMC/HC Undergraduate Courses**

Today’s Date

Name Position College Employed: BMC HC

ID Number Department Office Phone

Office Address Date of Employment Full-Time Part-Time

Course College: BMC HC Semester: I II Academic Year

 Department Course number Title

Taking course for: Credit\_\_\_\_\_\_\_ or Audit \_\_\_\_\_\_\_\_\_\_

**To the Employee**: As an employee who is **.74 FTE** or more, who has successfully completed the new employee period, you are eligible to take one undergraduate course at Bryn Mawr College or Haverford College per semester for credit. If you are a part-time (less than .74 FTE) employee who has successfully completed the new employee period, you are eligible for tuition benefit at *Bryn Mawr College* on a pro-rated basis. In order to enroll in a course, you must have your supervisor’s permission and must arrange to make up missed time at work at the convenience of your office. In addition, you must have the permission of the instructor teaching the course and the Benefits Manager.

**How to register to take a course**: Sign the form yourself. Obtain the signatures of your supervisor, the course instructor, and the Benefits Manager in the order listed below. Once the form is complete, please return it to the Registrar’s Office in the Lower Level of Guild Hall.

 Employee Date

 Supervisor Date

 Course Instructor Date

 Benefits Manager Date

**How to change or drop a course**: If you change a course, you must complete another form. If you drop a course, you must contact the Registrar’s Office (x5140) and complete a Course Withdrawal form at the Undergraduate Dean’s Office (x5375).

## Human Resources

Allowable tuition for course above %

Signature Date