† USF
UNIVERSITY of SAN FRANCISCO

Office of Human Resources
2130 Fulton Street
San Francisco, CA 94117-1080
TEL (415) 422-6707
FAX (415) 386-1074

Tuition Remission Application

FACULTY/STAFF INFORMATION

Employee Name (Last/First/MI)	Social Security Number
Position	Date of Hire
Status *Check One* ☐ Full-time ☐ Part-Time	Extension

STUDENT INFORMATION *(If you are a dependent of an employee, you must obtain employee's signature.)*

Student Name (Last/First/MI)	Social Security #/USF Id #
Relationship to Employee	

ENROLLMENT INFORMATION *(Check only one box per column)*

Enrollment Status ☐ Full-time ☐ Part-Time	# of Registered Units

LEVEL	SCHOOL/COLLEGE	SEMESTER/YEAR_____	APPLICATION PERIOD
☐ Undergraduate	☐ Arts & Sciences	☐ Summer	April 1st to April 30th
☐ Credential	☐ Nursing	☐ Fall	April 1st to June 15th
☐ Graduate	☐ Business	☐ Intersession	November 1st to November 30th
☐ Doctoral	☐ Law	☐ Spring	November 1st to November 30th
☐ Other	☐ Professional Studies		
	☐ School of Education		

TERMS & CONDITIONS

A completed application must be submitted to the Office of Human Resources each semester **by the application deadline for each semester.**

Once your eligibility is approved, you are required to complete a **Tuition Remission Adjustment Form** in the Office of Human Resources for **any** tuition adjustments resulting from adding or dropping a class.

Tuition remission can not be approved retroactively for courses taken in a previous semester. A voucher must be filed within the semester to maintain eligibility.

Tuition remission is not available for non-matriculating courses/programs such as the Intensive English Program, audited classes or courses taught by non-University faculty. Tuition remission benefit is limited for selected programs (i.e. Law, PMBA, EMBA.)

An employee may attend classes held during the normal workday only with a written letter of consent from his/her immediate supervisor. Written approval must be forwarded to the Office of Human Resources. The normal workday shall include the entire potential work period of an employee, including his/her lunch hour.

For detailed information regarding your level of tuition remission benefits, please refer to your respective Union contract, benefit handbook or contact the Human Resources Specialist in the Office of Human Resources.

I acknowledge these terms and conditions by my signature and if applicable, my signature also acknowledges that I have signed a tuition remission payback agreement.

X _____   _____
Employee's Signature   Date   03/2003

OFFICE USE ONLY

Eligibility: _____ Employee Benefit (%)   _____ Lecturer Benefit (Units)   Approved by: _____

DISTRIBUTION: White Copy - Office of Human Resources   Green Copy - Office of Financial Aid   Yellow Copy - Employee/Student