AFFILIATED FACULTY/ROTC/RETIREE TUITION REMISSION APPLICATION

For additional information about tuitionremission refer to the website at http://www.uc.edu/hr/benefits/tuition-remission.html. Tuition Remission University Rules can be found under Personnel at http://www.uc.edu/trustees/rules.html.

Submit this form to tuitionremission@uc.edu.

### Section A – Employee Information

<table>
<thead>
<tr>
<th>Print Employee’s Name:</th>
<th>UC ID (M#):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td>Daytime Phone No.</td>
</tr>
</tbody>
</table>

### Section B – Employee Certification

Please read this application in its entirety before completing. I have read and understand the tuitionremission program guidelines. I certify that the above information is true, correct, and complete. Should my status change, I agree to immediately notify Human Resources. I understand and agree that I will be personally responsible for reimbursing the university for the amount of tuition which was remitted in reliance on these representations if ineligible for such under university rules. I am aware that there are certain circumstances when tuitionremission is taxable.

Employee Signature (Digital signature is acceptable) ___________________________ Date ____________

### Section C – Department Authorization

This section must be signed for Affiliated Faculty and ROTC members.

I certify that the above named employee is authorized to take a total of _______ credit hours per term during the

- Fall  
- Spring  
- Summer term(s) in the 20____ - 20____ academic year.

Vice President – Print Name ___________________________ Date ____________

Vice President – Signature (Digital signature is acceptable) ___________________________

### Section D – Human Resources Use Only

- [ ] Approve  
- [ ] Deny  

Term/Yr.  
- F 
- S 
- U 
- Update 377  
- TR End Date: ___________________________

By ___________________________ Date: ____________

06/12/2018 rev

In appreciation of the tuition remission program, please consider making a gift online at http://www.uc.edu/give to support your favorite UC programs or services.