

Moore College of Art and Design

Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____ SS# _____ DOB: _____

_____ is eligible to take a maximum of two courses per semester for credit and/or non-credit. Tuition charges will be waived for these courses, however **ALL** fees in the Continuing Education and BFA programs must be paid by the employee. This includes the Technology fee and part-time General fee in the BFA program.

This tuition benefit is granted with the understanding that class and study hours do not conflict with regular work schedules.

If any employee does not successfully complete a course(s), goes on leave of absence, resigns employment or is terminated before the course is completed, the employee is required to reimburse the College for the pro-rated cost of the course(s).

Employees are admitted into a course on a space available basis. Employees may be asked to withdraw if space is required to accommodate a paying student.

In order to receive tuition remission this form must be returned to the Human Resources department immediately upon registering for the class. And no later than two weeks prior to the start of class.

This form must be completed and approved each session an employee wishes to take classes.

Employee Signature

Date

Manager Signature

Date

Human Resources

Date

Registrar or Director of Continuing Education Signature

Date

Course(s) taken: _____

Semester: _____

Days: _____

Hours: _____

(i.e. sp. 06)