



ROCKY
MOUNTAIN
COLLEGE

TUITION REMISSION APPLICATION

This form must be completed and approved prior to validation for the semester(s). All students requesting tuition remission are required to complete this form and the Rocky Mountain College Application for Scholarship and Grants. Degree seeking students need to contact Admissions at 657-1026 to get accepted initially into RMC.

EMPLOYEE INFORMATION - Please print only

Employee's Name (please print): _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

Employee's Signature Date

<u>OFFICIAL USE ONLY - EMPLOYEE ID:</u> _____	
Position (please check one)	<input type="checkbox"/> Faculty <input type="checkbox"/> Non-Faculty
Employment Status:	<input type="checkbox"/> Active Full-Time <input type="checkbox"/> Active Part-Time <input type="checkbox"/> Retiree

STUDENT INFORMATION

Student's Name (if different from above) _____
 Age _____ Date of Birth ___/___/___
 Student's relationship to employee: Self Spouse Child
 Enrollment Term(s): Fall of _____ No. of Credits _____ No. of Courses _____
 Spring of _____ No. of Credits _____ No. of Courses _____

Student's Signature (if other than employee) Date

Please note: Tuition Remission does not cover non-tuition fees such as books, room and board charges, miscellaneous fees, insurance deposits, labs and other expenses. If the student does not qualify as an IRS dependent, tuition benefits will be reported as taxable income to the employee.

<u>OFFICIAL USE ONLY - STUDENT I.D. NO.</u> _____		<input type="checkbox"/> Dependent	<input type="checkbox"/> Non-Dependent
Please check one: <input type="checkbox"/> Non-taxable (Employee) <input type="checkbox"/> Non-Taxable (Dependent Student/Spouse) <input type="checkbox"/> Taxable (Non-Dependent Student)			

FEES: Please check applicable fees and write in totals.	FALL	SPRING
___ \$30.00 per class tuition remission fee	\$ _____	\$ _____
___ \$95.00 per semester academic lab fee.....	\$ _____	\$ _____
___ \$105.00 per semester campus technology fee.....	\$ _____	\$ _____
___ \$90.00 per semester ASRMC student government (5 credits or more).....	\$ _____	\$ _____
___ \$15.00 per semester ASRMC student publication fee (5 credits or more)...	\$ _____	\$ _____
Total Fees.....	\$ _____	\$ _____

<u>OFFICIAL USE ONLY:</u> Human Resources – Does employee meet the eligibility criteria for tuition remission? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Eligible session/year _____	Department Head Approval _____	Date _____	
Benefit taxable? Fall: <input type="checkbox"/> Yes <input type="checkbox"/> No	Division Head Approval _____	Date _____	
Spring: <input type="checkbox"/> Yes <input type="checkbox"/> No	Financial Assistance Approval _____	Date _____	
	Human Resources Approval _____	Date _____	

Copies: ORIGINAL-HUMAN RESOURCES 1-FINANCIAL AIDE 1-STUDENT ACCOUNTS 1-EMPLOYEE/STUDENT 1-ADMISSIONS

Please return this completed application to your department head for approval. Revised and approved : 5/2017