*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

***OFFICIAL USE ONLY* - EMPLOYEE ID: \_\_\_\_\_\_\_\_\_\_\_\_**

Position (*please check one*) \_\_\_Faculty \_\_\_Non-Faculty

Employment Status: \_\_\_Active Full-Time \_\_\_ Active Part-Time \_\_\_ 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.*

***OFFICIAL USE ONLY -* STUDENT I.D. NO. \_\_\_\_\_\_\_\_\_\_ \_\_\_\_Dependent \_\_\_\_\_Non-Dependent**

***Please check one:*** \_\_\_\_Non-taxable (Employee) \_\_\_Non-Taxable (Dependent Student/Spouse) \_\_\_ Taxable (Non-Dependent Student

***FEES: Please check applicable fees and write in totals. FALL SPRING***

\_\_\_\_$30.00 per class tuition remission fee …………………………………… $\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_

\_\_\_\_$166.00 per semester academic lab fee……………………………………. $\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_

\_\_\_\_$184.00 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…….. $\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_

***OFFICIAL USE ONLY:* Human Resources – Does employee meet the eligibility criteria for tuition remission? \_\_\_\_YES \_\_\_\_NO**

Eligible session/year \_\_\_\_\_\_\_\_\_\_\_ Department Head Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_

Benefit taxable? Fall: \_\_ Yes \_\_ No Division Head Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_

 Spring: \_\_ Yes \_\_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*