HEIDELBERG COLLEGE
TUITION REMISSION AUTHORIZATION FORM

PROCEDURE:

1. Complete this form if you, your spouse, or dependent child wishes to enroll in the Tuition Remission Program.
2. Have your immediate supervisor and the appropriate Vice President or Dean sign the completed form.
3. Return this form to the Business Office prior to registration.

Name _____

Department _____

Employment Status: Full time _____ Part time _____

Enrollment for: Self _____ Spouse _____(Complete A) or
Dependent Child _____(Complete B)

A. Name of Spouse: _____

B. Name of Dependent: _____

Academic Term for which you are registering:

Fall _____ Spring _____ Summer _____

Academic Program in which you are enrolled:

Undergraduate _____ Graduate _____

List course in which you wish to enroll: Heidelberg at Maumee, Traditional Daytime Classes, Graduate Counseling, Graduate Education, MBA

CRN Number	Course Title	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed : _____ Date _____
Employee

Signed : _____ Date _____
Immediate Supervisor

Signed : _____ Date _____
Appropriate Vice President or Dean

Business Office Approval: _____ Date _____

Note: Heidelberg College employees enrolled in courses for credit are expected to abide by the same policies and procedures of all enrolled students. Please refer to the College Catalog and Student Resource Book.