

**A separate Tuition Remission application must be made for each term. To avoid any delays in processing, please fill out the form completely. Required approvals must be complete before submitting to Human Resources for final approval.**

**EMPLOYEE INFORMATION**Name \_\_\_\_\_  
*Last First Middle Initial*

Employee ID Number \_\_\_\_\_ Employee Email \_\_\_\_\_

**ACADEMIC INFORMATION**1. Is this your first time requesting Tuition Remission?  Yes  No

2. What academic year is this request for? \_\_\_\_\_

3. What term is this request for? **(Check only one box.)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Spring Campus | <input type="checkbox"/> Spring 1 Online (Bisk) | <input type="checkbox"/> Spring 2 Online (Bisk) |
| <input type="checkbox"/> Summer Campus | <input type="checkbox"/> Summer 1 Online (Bisk) | <input type="checkbox"/> Summer 2 Online (Bisk) |
| <input type="checkbox"/> Fall Campus   | <input type="checkbox"/> Fall 1 Online (Bisk)   | <input type="checkbox"/> Fall 2 Online (Bisk)   |

4. How many credits are you requesting for this term? \_\_\_\_\_

5. Is this degree program:

- 
- Undergraduate
- 
- Graduate (please review the taxability of graduate tuition information on the HR website at
- [floridatech.edu/hr](http://floridatech.edu/hr)
- )

I have read and understand the Florida Tech Tuition Benefits Policy and agree to abide by the policy. I agree to pay for all charges not covered by the policy and understand that the value of the benefit may be taxed and taxes withheld, as necessary, based upon applicable state and federal regulations.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPROVALS**

Department/Program Head \_\_\_\_\_ Date \_\_\_\_\_

Executive Vice President for Academics \_\_\_\_\_ Date \_\_\_\_\_  
*(ONLY for faculty, flight instructors and postdoctoral)*Vice President/Dean \_\_\_\_\_ Date \_\_\_\_\_  
*(Signature required for more than 4 credits per term/6 credits per semester)*

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Credits Approved \_\_\_\_\_ Remission % \_\_\_\_\_

**Return completed forms to [HR@fit.edu](mailto:HR@fit.edu)**