

TUITION WAIVER/REMISSION  
 CERTIFICATE OF ELIGIBILITY  
 Higher Education Employees

Instructions:

Before completing this form, please read the Department of Higher Education Tuition Remission policy, to determine whether you are eligible for tuition Remission Benefits. Complete Parts I and II of this form, have it signed by your Supervisor and a Human Resources representative. Once approved by Human Resources and the Area Vice President, the Tuition form will be forwarded to Student Accounts. If you are not attending FSC, the form will be returned to you. You must submit it with your tuition bill to the community college, state college or university when you enroll. Please note that there is a six (6) month waiting period for eligibility for Tuition Remission Benefits.

**Part I**

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Department: \_\_\_\_\_ Department Accounting Code (4 digits): \_\_\_\_\_

Check one:  Full-time employee  Part-time employee (at least 50%)  Retiree<sup>1</sup>

Union:  APA (Professional)  AFSCME (Classified)  MSCA (Faculty)  Excluded

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

\_\_\_\_\_  
 Signature of Department Supervisor or Vice President Date

**Part II**

Student name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Relationship to Employee:  Self  Spouse  
 Dependent child's birth date: \_\_\_\_\_  Non-dependent child's birth date: \_\_\_\_\_<sup>2</sup>

College/University attending: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Semester:  Fall 20\_\_\_\_  Winter 20\_\_\_\_  Spring 20\_\_\_\_  Summer 1/20\_\_\_\_  Summer 2/20\_\_\_\_

Program:  Undergraduate  Graduate  Continuing Education

Class:  Day  Evening  Day & Evening  Online

**Part III**

The individual named in Part I is an employee or retiree of the Commonwealth of Massachusetts/Fitchburg State College and meets eligibility for  tuition waiver  tuition remission

Director of Human Resources (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

**Note: This certificate is valid for 120 dates after the date of signature by the Director of Human Resources. A new certificate must be completed for each semester of study. The certificate is not transferable.**

1 Restrictions apply. See Director of Human Resources for more information.  
 2 State College Waiver Plan Only.

Internal use only: Vice President initial _____
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