



ROCKY MOUNTAIN COLLEGE

Tuition Remission Application Instructions

Tuition Remission is available for eligible employees, their spouse, and their dependent children.

Eligible employees are non-temporary employees hired to work twenty (20) or more hours per week for more than 4.0 continuous months per fiscal year in any position where student status is not a condition of employment *and* who meet academic and financial standards established by the College. Faculty and other persons on academic year appointments are considered eligible. Please see policy (A-001-040009)

Eligibility:

Eligible employees, their spouses and their dependent and qualified non-dependent children may enroll in academic courses at Rocky Mountain College and receive tuition remission. Employees will be asked to certify the status of children who want to receive tuition remission.

Effective, July 1, 2017 Full-time employment hire dates must be prior to current academic year to receive tuition remission and if Full-Time hire date is after beginning of current fiscal year, tuition remission will not be available until the next academic year.

The definition of a dependent child is determined by current federal tax law.

Tuition remission applies only to courses regularly published in the Fall and Spring semester schedules and their addendum. It does not apply to non-credit or continuing education courses, the Physician Assistant Program, the Masters of Educational Leadership Program, or summer session courses, and is not available to children (dependent or non-dependent) who have already earned a baccalaureate degree from any institution. Tuition remission only applies to regular course work up to nineteen hours of credit and does not include tuition remission for any overload course work.

To apply for Tuition Remission:

- Be sure that you or your family member meet the eligibility criteria, confer with your direct supervisor.
- Download the Tuition Remission Form
- Complete all information
- Sign and date (as the employee)
- If the application is for your spouse or dependent children, have them also sign and date

Return the completed application to: Human Resources Department, Eaton Hall, Rm. 4