



ROCKY
MOUNTAIN
COLLEGE

TUITION REMISSION APPLICATION

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) _____

Student's relationship to employee: Age _____ Date of Birth _____
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\$ _____ \$ _____
\$192.00 per semester academic lab fee\$ _____ \$ _____
\$214.00 per semester campus technology fee\$ _____ \$ _____
\$100.00 per semester ASRMC student government (5 credits or more) ..\$ _____ \$ _____
\$17.00 per semester ASRMC student activity fee (5 credits or more).... \$ _____ \$ _____
\$17.00 per semester Graduation fee\$ _____ \$ _____

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?	Division Head Approval _____	Date _____
Fall Yes No	Financial Assistance Approval _____	Date _____
Spring Yes No	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 : 3/2026