

APPLICATION FOR TUITION REMISSION

BSC employees may be eligible to receive tuition remission. Specific policies governing this benefit are outlined in the Birmingham-Southern College Staff Manual. For more information, contact the Human Resources Office at (205) 226-4646.

If the student is also awarded an institutional scholarship, BSC policy allows a choice between remission and scholarship. In most cases, the tuition remission replaces any institutional scholarship awarded through the Office of Admissions.

The Tuition Remission form must be completed during the annual Benefits Open Enrollment (typically in November) to apply for tuition remission for the following academic year.

To request Employee Tuition Remission:

- Complete Part I and Part II. Print the form.
- Send the form to Human Resources, Box 549090, for authorization in Part III. HR will forward the form to the Financial Planning Office.
- Financial Planning will notify you when benefit has been processed and posted to the student's financial aid package.

I. Student Section.

Student Name _____

BSC ID *required* _____

Term (check all that apply) Fall Spring Summer

Academic Year _____

Has student previously completed undergraduate degree? _____

II. Employee Section.

Employee Name _____

BSC Department _____

I am an eligible BSC employee, and I request tuition remission for the student named in Part I.

Employee Signature _____ Date _____

III. BSC Human Resources Section.

BSC Human Resources verifies and approves that the employee named in Part II is eligible for the tuition remission benefit requested in Part I.

BSC Hire Date _____

Authorized by _____ Date _____