

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. **Each completed application must be submitted to hr@fit.edu by the due date for tuition and fees listed on the academic calendar. Late or incomplete applications will *not* be accepted and will result in full payment responsibility or removal from the class roster.**

EMPLOYEE INFORMATIONName _____
Last First Middle Initial

Employee ID Number _____ Employee Email _____

ACADEMIC INFORMATION1. 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.** (For schedule guidance, please see the Academic Calendar website at floridatech.edu/registrar/academic-calendar) Spring Campus Spring 1 Florida Tech Online Spring 2 Florida Tech Online Summer Campus Summer 1 Florida Tech Online Summer 2 Florida Tech Online Fall Campus Fall 1 Florida Tech Online Fall 2 Florida Tech Online

4. Is this degree program:

 Undergraduate Graduate (please review the taxability of graduate tuition information on the HR website at 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 _____

Print Name _____ Date _____

APPROVALS

Department/Program Head _____ Date _____

Executive Vice President for Academics _____ Date _____
(ONLY for faculty, flight instructors and postdoctoral)

Human Resources _____ Date _____

Return completed forms to HR@fit.edu