

New Hampshire College & University Council

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- First Application for New Student
- Renewal
- First Application for returning student

NHCUC COOPERATIVE TUITION REMISSION PROGRAM

APPLICATION FOR ACADEMIC YEAR _____ / _____

TUITION REMISSION MUST BE REQUESTED ON AN ANNUAL BASIS PRIOR TO MARCH 1.

Please see guidelines for this program. Please type or print clearly.

STEP I: APPLICATION

HOME INSTITUTION NAME: _____

Student Name _____ Social Security Number _____ Home Telephone _____

Permanent Address _____ City _____ State _____ Zip _____ Parent/Guardian Name _____

Parent/Guardian Position/Title _____

This confirms that the parent/guardian is a full time employee of the home institution, is eligible for full time employee benefits from the home institution, and is receiving compensation for their employment directly from the home institution.

This confirms that evidence (current tax return or a signed statement by the employee confirming dependency of the student) has been submitted to verify that the student is an IRS dependent of the employee/guardian.

The above named student is eligible for NHCUC Cooperative Tuition Remission Program benefits. Please notify me as soon as possible whether this applicant can receive NHCUC Cooperative Tuition Remission benefits from your institution.

Home Institution Tuition Remission Coordinator Name _____

Mailing Address _____ Phone _____

Signature _____ Date _____

STEP II: NOTIFICATION OF ACCEPTANCE

ACCEPTED **REJECTED**

HOST INSTITUTION NAME: _____

has received an application for admission and a completed Tuition Remission form (by March 1) from

Student's Full Name
as a regular, full-time undergraduate student and hereby grants tuition remittance for the academic year _____ / _____

Host Institution Tuition Remission Coordinator Name _____ Phone _____

Signature _____ Date _____

PROCEDURES: The Tuition Remission Coordinator of the HOME institution should send the original of this form to the Tuition Remission Coordinator of the HOST institution. The HOST institution should return the original form to the HOME institution. A copy should be retained for the HOST institution's records. A copy of the completed form should be provided to the HOME institution's employee by the HOME institution. Do NOT send a copy of this form to the NHCUC. New and renewal awards will be reported annually to the NHCUC by both the HOME and the HOST institution coordinators. Special forms will be provided for that purpose by the NHCUC.

Questions concerning the NHCUC Tuition Remission Program should be directed to the NHCUC office.

(Revised 6/05)