



NHCUC Cooperative Tuition Remission Program Application

<input type="checkbox"/>	First application for new student
<input type="checkbox"/>	Renewal
<input type="checkbox"/>	First application for returning student

APPLICATION FOR ACADEMIC YEAR: ____/____

Tuition remission must be requested on an annual basis prior to March 1.

Please see guidelines for this program at nhcuc.org/tuition-remission. 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 _____ 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 _____

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

Process & Instructions

Student Application Process

The application process involves the student, the **Home institution** (where the parent/guardian works), and the **Host institution** (where the student has applied to attend).

1. Each student applies directly for normal admission to the institution(s) of his/her choice in accordance with the institution's procedures, including submitting all required financial aid information and awards.
2. The student must have the Home institution fill out the Tuition Remission Application Form each year before March 1. Ask the Human Resources department who should fill out the form and check with that person to make sure the form is forwarded to the Host institution.
3. The Host institution is responsible for informing the student of acceptance to attend the institution and acceptance to the NHCUC Cooperative Tuition Remission program.

Application Form Instructions

Step 1: The Home institution completes the top half of the form and sends it to the Host institution prior to March 1. The assigned representative can fill in the form electronically and then download and sign it.

Step 2: Once the Host institution receives both the completed admission application from the student and the NHCUC Cooperative Tuition Remission application form, a representative completes the bottom half of the form, retains a copy, and returns the original to the Home institution.

Step 3: The Home institution distributes a copy of completed form to the student/employee, retaining the original.