

Tuition Waiver Form – Employee - ProArts Consortium

Instructions: Please send completed waiver form (including Department Head/Chair signature) to Human Resources (hr@emerson.edu). Once approved, Human Resources will forward to Matthew Fabian (Registrar's Office) and Student Accounts, copying you. Once you have received the email confirming HR approval, you should contact Matthew Fabian to complete the ProArts registration process (registration with ProArts courses cannot be done before this form is received and approved by Human Resources).

Employee's Name: _____ Employee ID#: _____

Employee's Date of Hire: _____

Eligible employees for this benefit include full-time staff and full-time faculty members (tenure/tenure track and term faculty).

Year 20__ Semester (check one): ___ Fall ___ Spring

A full-time staff member is entitled up to eight credits per semester; a full-time faculty member (tenure/tenure track and term faculty) is eligible for up to four credits per semester.

Course #	Credits	Course Title	Day/Time

With approval of his/her department manager, an employee may be allowed to take courses (not to exceed 4 hours per week) during regularly scheduled work hours. Please propose how the time is to be made up in the space below.

I attest that the information presented on this document is true. I confirm that I have read and agreed to all provisions and exclusions under the Tuition Remission Benefit policy, including the information regarding taxation of tuition.

Employee's Signature: _____ Date _____

Approval Signatures: _____ Date _____

(Department Head/Chair)

_____ Date _____

(Human Resources Representative)