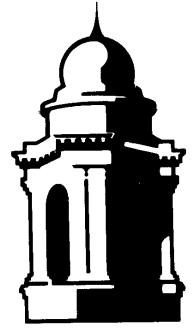


**APPLICATION FOR EMPLOYEE TUITION WAIVER  
AT MONMOUTH COLLEGE  
2009-2010**



**IMPORTANT:** *To be filed for each academic semester before completing registration.*

**PART I** - To be completed by Employee:

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_ ACADEMIC SESSION (i.e., Fall 2009) \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_ No. Semester Hours \_\_\_\_\_

COURSE SCHEDULE\* (i.e., 11 a.m.-11:50, M-W-F) \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

*\*If course is offered during regular work schedule, time must be made-up in a manner satisfactory to supervisor and Director of Personnel. See Benefit Description on reverse side.*

**PART II** - To be completed by Employee's Supervisor:

The above employee has made satisfactory arrangements to make-up

time missed due to course schedule as follows: \_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Employee's Position Supervisor

**PART III** - To be completed by Director of Personnel:

Amount of Tuition Remission \$ \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Director of Personnel

Distribution: Personnel Office (original)  
Financial Aid Office (copy)  
Business Office (copy)  
Employee (copy)