

TUITION REMISSION REQUEST FORM FOR COLLEGE EMPLOYEES/SPOUSES/ALUMS/RETIREES

Name of College Employee:		ID#:
Name of Person Taking Course: (if spouse/dependent)		ID#:
Circle Appropriate Qualifying Eligibility:		
Employee / Spouse / Dependent / Alum / Retiree If Alum, Date of Graduation: Dependent must be under 24 at end of year and claimed on income tax		
Address:		
Telephone Number:	Email:	
Social Security No.:		
I request tuition remission to enroll in:		
Course registered: Course Title	CRN Number	Course Number
Department:	Academic Year:	Semester:
Course to be taken for (check one): credit:	audit:	

Detailed instructions and deadlines regarding the Fall & Spring Special Student application and registration process are available at <u>https://www.conncoll.edu/academics/registrar/special-students/</u> Questions about application and registration should be directed to degree@conncoll.edu

- Employees/Alumni/Retirees must submit a <u>CC Affiliation Special Student Registration</u> form and the Tuition Remission Request Form to the Office of the Registrar by the end of the drop/add period, as noted on the <u>Academic Calendar</u>.
- Spouses/Dependents must submit a <u>Special Student Application</u> form and all required material to the Office of the Registrar by the deadline stated on the <u>Special Student website</u>. After Admission, an <u>Add</u> <u>form</u> signed by the instructor as well as the Tuition Remission Request Form must be returned to the Office of the Registrar by the end of the drop/add period, as noted on the <u>Academic Calendar</u>.

 Signature:
 Date:

 Supervisor's Signature:
 Date:

 (only if the employee is taking a course during working hours)
 Date:

Course Fee:	

Lab Fee: _____