



TUITION FORGIVENESS APPLICATION & RENEWAL REQUEST FORM

PLEASE READ CAREFULLY

1. APPLICANT SECTION – To be completed by employee

Name of Employee/Family Member Relationship to Fielding Employee	Today's Date	Desired Program Start or Reenroll Date (Request must be approved six months prior to this date):
Title	Supervisor	Department Number
Degree Currently Sought	Expected Date of Completion	<input type="checkbox"/> New Application <input type="checkbox"/> Request for Renewal

How will this coursework directly impact your ability to perform your present/future duties? Please be specific:

Development Plan (This benefit is intended to provide tuition forgiveness to approved employees for the purpose of personal growth and professional improvement. All employees completing this form must include a development plan explaining how the program will promote career development):

2a. ACADEMIC PROGRESS AND PERFORMANCE SECTION FOR APPLICANTS OF A DOCTORAL PROGRAM - To be completed by *Graduate Program Advisor* and returned to employee for review.

Based on the "Desired Program Start Date" in Section 1, what progress review cycle will the employee fall into? If "other," please specify date	Name of Graduate Program Advisor completing this form Tracking Sheet attached to Request for Renewal: Yes: <input type="checkbox"/> No: <input type="checkbox"/> If "No," please state reason:
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2b. To be completed by employee applying to a doctoral program

Employees applying to a doctoral program must: <ol style="list-style-type: none"> 1. Submit a new Tuition Forgiveness & Renewal Form and tracking sheet every 12 months (from program start date). 2. Submit an updated Tracking Sheet to Human Resources within 30 days after the annual progress review. Initial _____

OR

3. ACADEMIC PROGRESS SECTION FOR APPLICANTS OF *MASTER'S, CERTIFICATE OR CONTINUING EDUCATION PROGRAMS* – To be completed by employee

Employees enrolled in a master's, certificate or continuing education (CE) program must:

1. Submit a new Tuition Forgiveness Application & Renewal Form and tracking sheet every 12 months (from program start date).
2. Submit an updated Tracking Sheet to Human Resources within 30 days after every term.

Initial _____

4. APPROVAL SECTION

- ❖ MUST BE COMPLETED SIX MONTHS PRIOR TO ENROLLMENT AND EACH YEAR THEREAFTER; A COPY WILL BE PLACED IN EMPLOYEE'S FILE IN HUMAN RESOURCES.
- ❖ APPROVAL DOES NOT IMPLY ANY GUARANTEE OF TUITION FORGIVENESS.
- ❖ FURTHER INSTRUCTIONS AND POLICY INFORMATION CAN BE FOUND IN THE HANDBOOK:
<http://www.fielding.edu/generalInfo/handbook/hr/general?PolicyID=17>

I hereby acknowledge that as an employee and student at Fielding Graduate University, I am forbidden to change, delete, add to, or in any way alter my student records and information. Doing so, or any attempt to do so, or to solicit another employee to alter my student records in an untruthful or unethical manner, will result in my immediate dismissal as a student and as an employee. Furthermore, I acknowledge that I have agreed to and signed a "Statement of Confidentiality" with regards to all aspects of student records in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, as a condition of my employment. The sharing of student record information with any unauthorized persons is prohibited.

I have read and understand Fielding's Tuition Forgiveness Policy dated December 1, 2008, and agree to abide by its terms. I understand that my tuition benefit may be subject to applicable payroll taxes and withholdings.

I understand that I must meet the general University standards for academic eligibility and the Tuition Forgiveness policy requirements in order to continue as a participant in the tuition reimbursement program. Furthermore, if I fail to make satisfactory academic progress (SAP) for two consecutive terms I will become ineligible for Fielding's tuition forgiveness program, regardless of the School's decision to retain or withdraw me from the degree program. Repeat courses or those that make-up for failed or withdrawn courses will not be eligible for the tuition forgiveness benefit. A grade of "B-" or better or "pass" in a pass/fail course is required for benefit eligibility.

If I become ineligible for the tuition forgiveness program, I will be responsible for 100% of my tuition until I have made satisfactory academic progress (SAP), as determined at my first scheduled review after disqualification.

It is possible to become ineligible for the tuition forgiveness benefit after Fielding has paid for the term in which I am currently enrolled in, or about to begin. If this occurs I will be responsible for 100% of my tuition for the term I am currently enrolled in or about to begin.

Total tuition benefits for an individual will be limited to a maximum of 18 terms (6 years). The combined total tuition benefits for a family, including the employee, will be limited to a maximum of 24 terms (8 years).

Upon returning to a degree or certificate program, or changing degree programs, a minimum six months written request must be provided to Human Resources before eligibility for tuition forgiveness can be approved.

1. Employee's Signature:

Date:

	Date:	Amount Approved
2. Department Leader's Signature:	Date:	
3. Graduate Program Advisor's Signature (return to Employee for review):	Date:	_____ %
4. VP Administration & Human Resources Signature:	Date	
5. Chief Financial Officer's Signature:	Date:	
G/L ACCOUNT # 10- -52700-00 – Approved by:	Date	

HR USE ONLY IN SHADED AREA

Actual Program Start or Reenroll Date (confirm w/ Registrar's office):
 Remaining Benefit Eligibility (Years): Individual Family
 Remaining Benefit Eligibility (Terms): Individual Family
 SAP: Yes; No
 Update I:/HR/Tuition Forgiveness-Reimbursement/Tuition Benefit Spreadsheet
 Notes:

*cc: Student Accounts
 Financial Aid
 Registrar
 Payroll
 Supervisor
 Employee*