

**CERTIFICATE OF ELIGIBILITY FOR SYSTEMWIDE TUITION REMISSION
HIGHER EDUCATION EMPLOYEES**

Instructions: Before completing this form, please read carefully “The Board of Regent’s Systemwide Tuition Remission Policy for Higher Education Employees” to determine whether or not you are eligible for tuition remission benefits. Then complete and sign the top section of this form, have it signed by your department head, and then by the Chief Personnel Officer of the College or University at which you are employed. Once approved by the Chief Personnel Officer, the Certificate will be returned to you. You must then submit it with your tuition bill to the Community College, State College or University at which you are enrolled.

_____ Employee’s Name	_____ Title and Department
_____ Employee’s College/University	_____ Collective Bargaining Unit (If none, indicate “non-unit classified” or “non-unit professional”)

_____ Name and Relationship of Individual Using Tuition Remission if other than Employee	
_____ Signature of Employee	_____ Date
<i>The individual named above is an employee of this College/University and meets all eligibility requirements for systemwide tuition remission.</i>	

_____ Signature of Employee’s Dept. Head	_____ Signature of Chief Personnel Officer (or designee)
_____ Date	_____ Date

Note: This Certificate is valid for 120 days after the date signature by the Chief Personnel Officer. A new certificate must be completed for each semester of study. This certificate is not transferable.