



**TUITION WAIVER/REMISSION
CERTIFICATE OF ELIGIBILITY
Higher Education Employees**

Before completing this form, please read the Department of Higher Education Tuition Remission policy, to determine whether you are eligible for tuition Remission Benefits. Complete Parts I and II of this form, have it signed by your Supervisor and a Human Resources representative. Once approved by Human Resources and the Area Vice President, the Tuition form will be forwarded to Student Accounts. If you are not attending Fitchburg State University, the form will be returned to you. You must submit it with your tuition bill to the community college, state college or university when you enroll. Please note that there is a six (6) month waiting period for eligibility for Tuition Remission Benefits.

Part I

Employee Name: _____ Social Security #: XXX-XX-_____

Hire Date: _____ Banner ID: @_____

Department: _____ Department Accounting Code (4 digits): _____

Check one: Full-time employee Part-time employee (at least 50%) Retiree¹

Union: APA (Professional) AFSCME (Classified) MSCA (Faculty) Excluded

Signature of Employee Date

Signature of Department Supervisor or Vice President Date

Part II

Student name: _____ Social Security #: XXX-XX-_____ Banner ID:@_____

Relationship to Employee: Self Spouse

Dependent child's birth date: _____ Non-dependent child's birth date: _____²

College/University attending: _____ Number of Credits: _____

Semester: Fall 20__ Winter 20__ Spring 20__ Summer 1/20__ Summer 2/20__

Program: Undergraduate Graduate Continuing Education

Class: Day Evening Day & Evening Online

Part III

The individual named in Part I is an employee or retiree of the Commonwealth of Massachusetts/Fitchburg State University and meets eligibility for tuition waiver tuition remission

Human Resources Representative: _____ Date: _____

Note: This certificate is valid for 120 dates after the date of signature by Human Resources. A new certificate must be completed for each semester of study. The certificate is not transferable.

1 Restrictions apply. See Director of Human Resources for more information.
2 State College Waiver Plan Only.