BIRMINGHAM-SOUTHERN COLLEGE

2009-2010 Application for Faculty-Staff Tuition Remission

Employees and their families may be eligible to receive Faculty-Staff Tuition Remission. Specific policies governing this benefit are outlined in the Birmingham-Southern College Staff Manual. For more information, contact the Human Resources Office at (205) 226-4646. This application must be routed to appropriate personnel **before** being returned to the Financial Aid Office.

Employees who are requesting faculty-staff tuition remission for themselves must complete a faculty-staff tuition remission form each term in which he/she is enrolled. If the student is also awarded an institutional scholarship, BSC policy allows a choice between remission and scholarship. In most cases, the Tuition Remission replaces any institutional scholarship awarded through the Office of Admissions.

1. TO BE COMPLETED BY THE STUDENT**:**

Name _____ Student I.D. Number _____

2009 – 2010 Class (Check One): FR SOPH JR SR Special GRAD

Are you seeking a degree through faculty-staff tuition remission? **Y** **N**
If **yes**, what degree and what major?

_____

Academic Term for which you are applying for faculty-staff tuition remission (circle all that apply):

Summer 2009 _____ (Number of Units) **Fall 2009** _____ (Number of Units) **Spring 2010**_____ (Number of Units)

Student Signature _____ Date _____

2. TO BE COMPLETED BY FACULTY OR STAFF MEMBER:

Name _____ Department _____

Relationship to Applicant _____ Hire Date _____

Signature_____

3. TO BE COMPLETED BY DEPARTMENT HEAD:

Name_____Department_____

Signature_____ Date_____

4. TO BE COMPLETED BY THE HUMAN RESOURCES OFFICE:

Approved _____ Date _____

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5. Financial Aid Office Use Only:

Amount awarded: _____ Date awarded: _____