



**Tuition Remission  
 Enrollment Form  
 2008 - 2009**

**Employee Information**

\_\_\_\_\_  
 Name (Last, First, Middle)

\_\_\_\_\_  
 SEU ID Number  Check here if employee is the student

**Student Information (dependent or spouse only)**

\_\_\_\_\_  
 Name (Last, First, Middle)

\_\_\_\_\_  
 SEU ID Number (or SSN)                      Date of Birth                      Relationship to Employee

**Program Information and Planned Hours of Enrollment**

Program:       Undergraduate       New College       Graduate

Grade Level:     Freshman       Sophomore       Junior       Senior

Planned hours of enrollment\*:    \_\_\_\_ Summer 2008      \_\_\_\_ Fall 2008      \_\_\_\_ Spring 2009

By submitting this form, I indicate that I understand and agree to the St. Edward's University Employee Tuition Remission program policies as described in the Employee Handbook.

\_\_\_\_\_  
 Employee Signature                                      Date                      Student Signature                                      Date

**GENERAL ELIGIBILITY CRITERIA**

**Good Standing:** Undergraduate students must maintain at least a 2.0 minimum cumulative St. Edward's University grade point average (GPA) and Graduate students must maintain at least a 3.0 minimum cumulative St. Edward's University grade point average (GPA) to remain eligible for tuition remission.

**Satisfactory Progress:** Both Undergraduate and Graduate students must complete at least 75% of their attempted coursework during an academic year (defined as Summer, Fall, and Spring of the previous academic year) to maintain eligibility for tuition remission.

**Spouse:** Defined as the current spouse of the employee.

**Child:** Defined as the natural or legally adopted child of the employee or his/her current spouse. Although the living arrangements and marital status of the child is not an eligibility factor, the child must be less than 25 years of age on the first class day of the term in which he/she is enrolling.

\*Employees enrolled more than six hours during a semester are not eligible for tuition remission.