



APPLICATION FOR TUITION REMISSION

SPOUSE/DOMESTIC PARTNER

Email completed form to mmagallanes@whittier.edu

Legal spouses or domestic partners of eligible full time Faculty, Administration and Support staff may take advantage of the Whittier College tuition remission program. Full time is defined as regular work schedule of at least 32 hours per week, or full time faculty status. To qualify for this benefit, the employee must have completed one year of regular full time continuous service. All spouses or domestic partners must be admitted in accordance with regular College admission policies and procedures. Tuition remission for spouses and domestic partners is subject to the following condition; if a course has an enrollment limitation, other students will have priority over filing that limit. Summer courses and International study are excluded. No fees are covered by tuition remission. Examples of fees include, but are not limited to, application fees, transcript fees, room and board fees, international programs, graduate programs, teaching fees, overload fees, and music fees. The Tuition Remission benefit may impact Financial Aid funding.

NOTE: All participants must receive a passing grade in their coursework to be eligible for these educational benefits. Participants who withdraw must do so within the published deadlines. Those who withdraw after the deadline or do not receive a passing grade will be responsible for the payment of tuition.

Applications for Tuition Remission must be submitted to the Human Resources Office no later than the end of the first week of class. This form is valid for one semester only. A new form must be submitted for each semester that the spouse or domestic partner is enrolled. By signing the application below, you acknowledge that you understand and will abide by the terms of the Tuition Remission Program.

College Employee Name (please print): _____

Classification (circle one): Faculty Administration/Professional Staff Support Staff

Student Name (please print): _____

Student ID#: _____ Semester/Year: _____

Student Email: _____ Phone #: _____

Campus Location: Whittier College

Class Level (circle one): Freshman Sophomore Junior Senior Graduate

Table with 3 columns: COURSE NUMBER AND TITLE, UNITS, SCHEDULE. Three empty rows for data entry.

use additional sheet if necessary

Employee Signature: _____ Date: _____

For Human Resources use only

Approved by: _____ Date: _____