

ANGELINA COLLEGE

EMPLOYEE TUITION EXEMPTION SCHOLARSHIP APPLICATION

*To be completed by employee, approved by supervisor and returned to Human Resources
at least one week prior to the start of classes*

Full-time employees may enroll without charge in up to seven semester hours of credit courses per semester. Tuition and all other fees (except other fees charged for private music lessons, and special fees as designated) are waived for such employees. Only one of these courses may be taken during the employee's regularly scheduled work hours if it is directly job related, and is approved in writing in advance by the employee's supervisor.

Employee's Name: _____ Social Security #: _____

Department/Division: _____

Address: _____

Street City State Zip

Date of Birth: _____ Semester of Enrollment: _____

Name of Course(s) for Tuition Waiver: _____

Days/Time _____

Days/Time _____

I, _____, certify that I meet the above eligibility requirements.

Employee's Name

If class is during regular work hours, how does it directly relate to your job? _____

Employee's Signature

Date

Supervisor's justification: Please show support of course relationship to job duties and/or explain how the employee's work schedule will be altered: _____

Supervisor's Signature

Date

Is this employee actively working full-time?

Yes

No

Approved

Denied

Human Resources Signature

For Office Use Only:

Process Date: _____

By: _____