RESET

HAMPTON UNIVERSITY

Hampton, Virginia

REMISSION OF TUITION AND CLASS ATTENDANCE FORM

Instructions: A copy of the birth certificate must be attached for each natural born child upon the initial request for remission. A copy of legal documents must be attached for each adopted child or a child for whom the employee serves as legal guardian. Please attach copy of approval for any special arrangements.

Employee Name _____ Social Security Number _____ Date of Application (MM/DD/YY) _____

Date Hired _____

STATUS:

Check One

Full-time Salaried . . . ☐

Full-time Hourly . . . . ☐

Employing School, Department or Office _____

Check One

Faculty . . . . . ☐

Staff . . . . . ☐

Other . . . . . ☐

COMPLETE THIS SECTION IF REMISSION OF TUITION IS REQUESTED FOR A DEPENDENT TO ATTEND CLASSES.

Dependent's Name _____

Dependent's Social Security Number _____

Dependent's Relationship to the Employee _____

	Yes	No
1. Is dependent a natural born or stepson or daughter?	☐	☐
2. Is dependent a legally adopted son or daughter?	☐	☐
3. Is dependent single and less than 23 years old?	☐	☐
4. Was dependent carried as exemption on last federal income tax return?	☐	☐

Total Tuition Assessed $ _____

Amount to be Remitted $ _____

Employee _____ Signature

Dean, Chairman or Supervisor _____ Signature

COMPLETE THIS SECTION ONLY IF REMISSION OF TUITION IS REQUESTED FOR AN EMPLOYEE TO ATTEND CLASSES.

I, _____ , hereby request permission to attend classes. ***Circle one*** **Term**: ☐Fall, ☐Spring, ☐Summer

Course Schedule for	Course Code	Sem. Hrs.	Time Days	Time Hrs.	FOR OFFICIAL USE	
Sem. I 19____						
Sem. II 19____						
SS 19____	LATE FEE				$	
	TOTAL				$	
	To be Remitted				$	

Working Arrangements: In accordance with institutional policy, the following arrangements have been made for the time lost due to class attendance: _____

Employee _____ Signature

Dean, Chairman or Supervisor _____ Signature

FOR OFFICIAL USE ONLY

Signature of Approval Required for Validation

Registrar	VProvost	V.P. for Business Affairs & Treasurer
☐ Approved	☐ Approved	☐ Approved
☐ Not Approved	☐ Not Approved	☐ Not Approved

NOTE: To avoid late fees, process this form so that it may be in the possession of the Registrar at least 30 days prior to the beginning date of a term or a semester.