

STONEHILL COLLEGE TUITION CREDIT APPLICATION

Applicant: **This application must be completed and submitted to the Human Resources Department by Wednesday, December 28, 2011 for the classes you are enrolling in for the Spring 2012 semester.** The Human Resources Department will notify you if your request has been approved or denied. If approved, retain the copy of your request and the approval by HR and use it to request reimbursement within 30 days of the end of the term. Submit grades (grade of B or better is needed) as well as an itemized invoice showing proof of payment.

APPLICANT INFORMATION *(Please Print)*

Last Name	First Name	M.I.	Date of Application
Date of Hire			
Title		Department	

PROGRAM INFORMATION

School and Location _____

Program or Curriculum *(Check One)*

- Graduate Degree Program _____
- Number of Credits Completed _____
- Doctorate Degree* Program _____
- Number of Credits Completed _____

**Doctorate Degree Programs require signoff by both the Division Head and President of the College*

Course Title(s)	Catalogue No.	Beginning Date	Ending Date	Time	Grade	Tuition Cost

Use other side if need to complete list of classes.

Brief statement on reason for taking the course(s) and how the degree program relates to your current position at Stonehill: _____

Do you already hold Graduate degree? _____

If so, in what area of study is the degree in: _____

Note: If this is the first time you are applying for Graduate Tuition Credit, please include with this application an outline of the courses you intend to take in the future (i.e. course catalog descriptions).

I also certify that this statement of my costs is complete and accurate to the best of my knowledge and that I am receiving no financial assistance with this program except as stated here.

Please note that if approved, employee will not be reimbursed until a formal grade report is submitted to Human Resources that indicates a grade of B or above.

Acknowledged by:	Applicant's Signature	Date
------------------	-----------------------	------

Department Head's Signature Date

Division Head's Signature Date

President's Signature** Date

***Only required if applying for Doctorate Degree Program*

(For Human Resources Use)

APPROVED

DENIED

Director of Human Resources Date

Financial Vice President Date

Reason for Denial:

Priority Approval Process:

- Application must be received on time
- Applicant must be enrolled in a degree program directly related to their position at the College
- Annual Limit \$5,000 per employee
- Applicants who do not presently hold a graduate degree are given priority over those who already hold an advanced degree.
- If two or more applicants are at same phase in their degree programs, then employment seniority will prevail.