



University of Richmond

Non-Credit Tuition Remission Application

A separate application for tuition remission must be completed for each non-credit class. This form must be filed with your course registration form and forwarded to the School of Continuing Studies at least two (2) weeks prior to start of class.

Student Information

Name _____ UR ID# _____ Birthdate _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Applicant is: UR Faculty/Staff Spouse Child* Domestic Partner

*Note: If child is 23 years or older, he/she must meet the definition of a legal dependent of the employee as stipulated by the U.S. Internal Revenue Code. In this case, proof of eligibility is required.

Course Information

Title _____

CRN _____ Cost \$ _____

This is NOT a registration form. Student must also complete a course registration form.
Visit scs.richmond.edu/thinkagain for a current registration form.

Signatures

I understand that this application will be reviewed under existing University policy regarding tuition benefits for employees, and that such benefits will automatically terminate at the time the faculty/staff member leaves the employment of the University.

Signature of Employee Date _____ Signature of Student (if different) Date _____

EMPLOYEE MUST COMPLETE THIS SECTION

Employee Information

Name _____ Employment Date _____

Office/Department _____

Employee Type (select one): Faculty Staff

Employment Status (select one): Full Time Part Time

INTERNAL USE ONLY

Approval

This student is eligible for the following tuition waiver (amount): \$ _____

Approval Signature _____ Term _____

School of Continuing Studies
University of Richmond, VA 23173
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scs.richmond.edu

