

SUPPLEMENTAL TUITION REMISSION APPLICATION  
FOR PART-TIME FACULTY REPRESENTED BY UNITED ACADEMICS

NAME \_\_\_\_\_ EMPLOYEE ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

DISCIPLINE/ DEPARTMENT \_\_\_\_\_

COLLEGE/ SCHOOL \_\_\_\_\_

DATE OF HIRE \_\_\_\_\_

FACULTY RANK & TITLE \_\_\_\_\_

To be eligible for tuition remission, certain criteria must be met. Please circle the appropriate statement. Have you:

1) Been compensated for teaching 24 or more credits as an instructional faculty member at the University of Vermont?

OR

2) Had two consecutive annual contracts at 0.5 FTE or greater (Clinical, Research or Library) at the University of Vermont?

Please note that once eligible, the faculty member may receive three (3) credits of tuition remission for courses at the University for each three (3) credit course he or she teaches in an academic year at the University, up to six (6) academic credit hours per academic year. Such credits that are not used in the year in which they are earned may be rolled over for one (1) additional year. Tuition remission applies to University of Vermont credit courses only.

How many credit hours of tuition remission are you applying for and for which courses?

Total number of credit hours: \_\_\_\_\_

Course(s): \_\_\_\_\_

Course #(s) & Section (s) \_\_\_\_\_

During Academic Year: \_\_\_\_\_ Circle One: FALL SPRING SUMMER

Will you be teaching during the academic year in which you are pursuing coursework? Yes/no

Signature

Date

It is the part-time faculty member's responsibility to return this completed form together with the following documents:

- 1) a copy of your current or prior year's appointment letter(s) that qualify you for tuition remission, and
- 2) your completed UVM Tuition Remission Request form (available at: [http://www.uvm.edu/~benefits/forms/tuition\\_remission\\_request.pdf](http://www.uvm.edu/~benefits/forms/tuition_remission_request.pdf))

Please forward all completed materials and attachments to Gina Bailey, Faculty & Labor Relations Coordinator, Human Resources Department, 228 Waterman, University of Vermont.