



# CONNECTICUT COLLEGE

## TUITION REMISSION REQUEST FORM FOR COLLEGE EMPLOYEES/SPOUSES/ALUMS/RETIREES

Name of College Employee: \_\_\_\_\_ ID#: \_\_\_\_\_

Name of Person Taking Course: \_\_\_\_\_ ID#: \_\_\_\_\_  
(if spouse/dependent)

Circle Appropriate Qualifying Eligibility:

Employee / Spouse / Dependent / Alum / Retiree      If Alum, Date of Graduation: \_\_\_\_\_  
Dependent **must** be under 24 at end of year and claimed on income tax

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

I request tuition remission to enroll in:

Course registered: \_\_\_\_\_  
Course Title      CRN Number      Course Number

Department: \_\_\_\_\_ Academic Year: \_\_\_\_\_ Semester (Fall or Spring): \_\_\_\_\_

Course to be taken for (check one): credit: \_\_\_\_ audit: \_\_\_\_

Detailed instructions and deadlines regarding the Fall & Spring Non-Degree Student application and registration process are available at <https://www.conncoll.edu/academics/registrar/non-degree-students/> Questions about application and registration should be directed to [degree@conncoll.edu](mailto:degree@conncoll.edu)

- Employees/Alumni/Retirees must submit a [CC Affiliation Non-Degree Student Registration form](#) and the Tuition Remission Request Form to the Office of the Registrar by the end of the drop/add period, as noted on the [Academic Calendar](#).
- Spouses/Dependents must submit a [Non-Degree Student Application form](#) and all required material to the Office of the Registrar by the deadline stated on the [Non-Degree Student website](#). After Admission, an [Add form](#) signed by the instructor as well as the Tuition Remission Request Form must be returned to the Office of the Registrar by the end of the drop/add period, as noted on the [Academic Calendar](#).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_  
(only if the employee is taking a course during working hours)

Date: \_\_\_\_\_

Course Fee: \_\_\_\_\_

Lab Fee: \_\_\_\_\_

Rev. 9/2023