SUL ROSS STATE UNIVERSITY

SWTJC Employee Registration Fee Waiver and Tuition Scholarship

- 1. Eligibility and Requirements:
 - a. Southwest Texas Junior College full time employees that are benefits eligible excluding graduate teaching and research assistants.
 - b. Any tax liability that may be incurred as a result of this benefit will be the responsibility of the employee.
- 3. Procedures:
 - a. SWTJC employee completes the form below indicating classes to be taken
 - b. SWTJC employee takes form to a SWTJC Human Resource Representative for verification of employment
 - c. Regular registration procedures must be completed online or through the Registrar's Office.
 - d. Employee presents form to SRSU/RGC Cashiers for completion at time of registration for fee waiver or after registration for reimbursement of fees paid by employee.
- 2. Fees waived by Sul Ross State University RGC for a maximum of six hours per semester during FY2014.
 - a. Student Service Fee
 - b. International Education Fee
 - c. Computer Access Fee
 - d. Technology Services Fee
 - e. Records Fee
 - f. Library Fee
- 3. Tuition is scholarshiped for a maximum of six hours per semester during FY2014.

SWTJC employees will be paying \$95 Tuition and Designated Tuition per semester credit hour for FY 2014. (\$285.00 per 3credit hour undergraduate/graduate course)

6. This benefit and associated procedures are subject to change.

SWTJC Employee Request for Registration Fee Waiver and Tuition Scholarship

Employee			Banner "A" Number			
	Last		Middle			
I request fee waiver and tuition scholarship for the following classes during FY2014 semester.						
Course Number	Course Title	C	ass Meeting Days	Meeting Times	Meeting Time	
Supervisory and Account Manager's Approval for Employee Fee Waiver and Tuition Scholarship						
Supervisor Signature/Title			Date:			
SWTJC Human Resources Certification I certify that this individual is a benefits eligible SWTJC employee.						
Signature/Title			Date			
SRSU RGC Cashier's Office Fees Payment						
Local University fees in the amount of \$ ha						
Tuition Scholarship in the amount of \$ has been paid by the University.						
Signature/Title			Date			