

FULLER THEOLOGICAL SEMINARY

Petition to Apply Tuition Remission to a Daytime Class

Part One: Student Request *(to be filled out by the student)*

Quarter: _____

Date: ____/____/____

Name: _____

Student ID: _____

Class Info

(circle)

CRN	Catalog #	Course Title	Units	Day = M T W T F
				Time =

FTS Office: _____

Tuition Remission Amt \$ _____

Staff Rationale *(why course must be taken at this time)*

Signature: _____

Date: ____/____/____

Part Two: Supervisor Approval *(to be filled out by supervisor)*

Specify how you intend to provide quality service during the absence of the staff member due to course attendance:

Signature: _____

Date: ____/____/____

Part Three: Office Use Only *(to be filled out by Student Accounts only)*

- a) Full-time hire date over 12 months ago Yes _____ No _____
- b) No previous daytime petition this academic year Yes _____ No _____
- c) Petition submitted by deadline (end of preceding qtr) Yes _____ No _____

Recommendation: Student Accounts

VP Finance (signature below)

Approve _____

Deny _____
