

FULLER THEOLOGICAL SEMINARY
Petition to Apply Tuition Remission to a Class Scheduled during a Full-Time Employee's
Normally Scheduled Workday (typically a Daytime Class)

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

Quarter: _____ Date: ___/___/___
 Name: _____ Student ID: _____
 FTS Office: _____ Regular Work Schedule: _____

Class Info				<i>(circle)</i>
CRN	Catalog #	Course Title	Units	Day = M T W T F & Time

Staff Rationale (why course must be taken at this time, and indicate preferred plans for using "make-up" time and/or vacation as described in the Tuition Remission policy).

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 (40 hours/week) hire date over 12 months ago? | Yes ___ | No ___ |
| b) Previous daytime petition this academic year (Fall-Summer)? | Yes ___ | No ___ |
| c) Petition submitted by deadline (end of preceding quarter)? | Yes ___ | No ___ |

Student Accounts Recommendation

CFO Decision

Approve ___ Deny ___

Approve ___ Deny ___

DEADLINE: Daytime petitions should be completed and returned to the Student Financial Services Office by the end of the preceding quarter in order to be considered. Also submit a Tuition Remission Request Form.