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  (circle)

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<tr>
<th>CRN</th>
<th>Catalog #</th>
<th>Course Title</th>
<th>Units</th>
<th>Day = M T W T F &amp; Time</th>
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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.

Revised 8/19/19