Cleveland Institute Of Art

Employee Instructions For Tuition Remission Application

Applications for Tuition Remission are available in the Human Resource Office and at *gate.cia.edu* under "Human Resources/Forms." Please route for approvals in the following order:

1. REQUESTING EMPLOYEE

Requesting employee completes application, signs/dates where indicated, and routes form to supervisor.

2. SUPERVISOR

Employee's supervisor reviews form, determines that it has been completely and clearly filled out, and verifies that requesting employee meets current criteria for tuition remission.

3. DIRECTOR OF HUMAN RESOURCES

Director of Human Resources confirms that employee/family member is eligible for remission and signs form.

4. DIRECTOR OF FINANCIAL AID (IF APPLICABLE)

Director of Financial Aid reviews form and awards tuition remission according to financial aid awarding policies. Director of Financial Aid prepares award letter and notifies Admissions staff, as appropriate.

5. DIRECTOR OF CONTINUING EDUCATION (IF APPLICABLE)

Director of Continuing Education approves applications involving CE Programs.

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Employee Application for Tuition Remission

Complete this form and obtain appropriate signatures to apply for tuition remission of a qualifying immediate family member as described in the Employee/Faculty Handbook. Separate application must be made for each fiscal year.

PRINT CLEARLY:

Employee Name _____ Date of Hire _____

Name of Qualifying Immediate Family Member _____ Relationship of Above to Employee _____

APPLICATION IS BEING MADE FOR (check one):

☐ 80% Full Time Faculty + Staff

☐ 40% Part Time Staff

☐ Adjunct Faculty (Based upon consecutive years of employment with CIA)

___ 1–2 years: 10% discount

___ 3–5 years: 20% discount

___ 6–8 years: 30% discount

___ 9–14 years: 40% discount

___ 15 years + up: 50% discount

☐ 20% CE Instructor/CIA Security

I certify that the above relative qualifies as an immediate family member as defined within CIA Tuition Remission Policy. I certify that I meet the employment requirements as described in the CIA Tuition Remission Policy.
I understand that receipt of tuition remission is subject to the general policies of all CIA financial aid.

Employee Signature _____ Date _____

Administrative Approvals:

Employee's Supervisor _____ Date _____

Director of Human Resources _____ Date _____

Director of Financial Aid (if app.) _____ Date _____

Director of Continuing Education (if app.) _____ Date _____

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