

CERTIFICATE OF ELIGIBILITY FOR SYSTEMWIDE TUITION REMISSION

Higher Education Employees

Instructions: Before completing this form, please read carefully the Board of Regents' System wide Tuition Remission Policy for Higher Education Employees to determine whether you are eligible for tuition remission benefits. Then complete and sign the top section of this form, have it signed by your department head and by the Chief Personnel Officer of the College or University at which you are employed. Once approved by the Chief Personnel Officer, the Certificate will be returned to you. You must then submit it with the tuition bill to the Community College, State College, or University at which the covered individual is enrolled.

Part-time Employee

Employee's Name: Employee HRCMS ID Number:

Employee's Title: Collective Bargaining Unit:

Employee's College/University: Northern Essex Community College

Department: Building:

Name of Individual Using Tuition Remission: Relationship: Self Spouse Dependent Child

College/University Attending: Semester:

Date: Signature of Employee:

After employee has completed and signed this section of the form please e-mail to your appropriate supervisor for approval and signature.

The individual named above is an employee of this College/University and meets all eligibility requirements for systems wide tuition remission.

Date: Signature of Employee's Department Head:

After employee's supervisor has approved and signed please e-mail the form to Human Resources @ hr@necc.mass.edu.

Date: Signature of Chief Personnel Officer (or designee):

Note: This Certificate is valid for 120 days after the date of signature by the Chief Personnel Officer. A new Certificate must be completed for each semester of study. This Certificate is not transferable.

To be filled in by Personnel Office

Original Hire: Exp Date: % Time OC