

# Employee Instructions for Tuition Remission Application - Continuing Education Course

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Applications for Tuition Remission are available on myCIA at [my.cia.edu/ICS/Departments/Working\\_at\\_CIA](http://my.cia.edu/ICS/Departments/Working_at_CIA). 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. HUMAN RESOURCES

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

## 3. DIRECTOR OF CONTINUING EDUCATION

Director of Continuing Education approves applications involving CE Programs.

# 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.

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Employee Name

Date of Hire

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Name of Qualifying Immediate Family Member

Relationship 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. Courses taken by employees under this program cannot interfere with regularly scheduled work hours

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Employee Signature

Date

**Administrative Approvals:**

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Human Resources

Date

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Director of Continuing Education

Date