

**HARTFORD CONSORTIUM FOR HIGHER EDUCATION
EMPLOYEE CERTIFICATION FORM FOR TUITION REMISSION**

This is to certify that _____
Name of Student
Student's Social Security #

is a full-time employee at (check one)

- | | |
|---|--|
| <input type="checkbox"/> Goodwin College
<input type="checkbox"/> Hartford Seminary
<input type="checkbox"/> Rensselaer at Hartford
<input type="checkbox"/> Saint Joseph College
<input type="checkbox"/> Trinity College
<input type="checkbox"/> University of Hartford | <input type="checkbox"/> Hartford Consortium (part time staff accepted)
<input type="checkbox"/> Charter Oak State College*
<input type="checkbox"/> Saint Thomas Seminary*
<input type="checkbox"/> CPTV & Radio** |
|---|--|

* Associate member ** Affiliate member

and is eligible for the tuition remission benefit. Employees may enroll in one course per semester and in one course during the summer at any of the institutions listed below. *Full Member Private Institutions and Consortium Staff:* With the exception of registration/lab fees, there is no cost, except for courses taken at Charter Oak College, where 50% of the tuition will be charged to the employee when registering. Charter Oak will be charged \$400 for each course taken for credit and \$300 for each course audited by Charter Oak employees. These fees will be charged by the Consortium twice a year when it sends out the Tuition Remission Report. A portion of these fees (25%) will be sent to the host institution that offered the course to Charter Oak. *Associate and Affiliate Member Staff:* Saint Thomas Seminary and CPTV will be charged a flat rate of \$200 for each course taken by their employees, and this amount will be paid to the Consortium twice a year when the Tuition Remission Report is sent by the Consortium.

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SEMESTER _____ **YEAR** _____
COURSE# _____ **COURSE NAME** _____
INSTITUTION OFFERING COURSE (Check One)

- Charter Oak State College - 55 Paul Manafort Drive, New Britain, CT 06053, Tel. 832-3800
- Goodwin College - 745 Burnside Avenue, East Hartford, 06108, Tel. 528-4111
- Hartford Seminary - 77 Sherman Street, Hartford, CT 06105, Tel. 509-9500
- Rensselaer at Hartford - 275 Windsor Street, Hartford, CT 06120, Tel. 548-2400
- Saint Joseph College - 1678 Asylum Avenue, West Hartford, CT 06117, Tel. 232-4571x311
- Trinity College - Seabury Hall 1-9, 300 Summit Street, Hartford, CT 06106, Tel. 297-2118
- University of Hartford - 200 Bloomfield Avenue, West Hartford, CT 06117, Tel. 768-4557

APPLICABLE FEES: \$ _____

COURSE REGISTRATION PROCEDURE: During the opening week of classes, present this completed form to the Registrar's Office at the institution offering the course. (All employee registrations are contingent on availability of space and applicant's satisfaction of academic requirements.)

 (Please print or type) Name and Title of Applicant's Supervisor

 Supervisor's Signature

 Date