Office of Human Resources
119 Songdomunhwa-ro G521
Yeonsu-gu, Incheon, 21985, South Korea

Employee Tuition Exemption Request

Note: Completed form must be sent to HR Office via email (gmukhr@gmu.edu)

Check One	Class Of Employee
☐	Full-time Faculty
☐	Full-time Staff

I. Employee Information

G#: _____

Name: _____

Department: _____

Work Phone number: _____

Please note the following conditions for tuition exemption:

- Only full-time faculty and full-time staff are eligible for employee tuition exemption. Refer to Section V of GMUK Tuition Exemption Benefit Policy
- To participate in the employee tuition exemption program, employees must have completed one year of employment *on or before the start of classes* – an employee tuition exemption is not available retroactively.

I apply for an employee tuition exemption for the following: Semester: _____ Year: _____

Course Info:

Number of Credits: _____ Course Title: _____ Course (CRN) #: _____

Department: _____ Section Number: _____ Class Time: _____

Year: _____ Semester: _____

By signing this form, I agree to the terms and condition outlined in GMUK Employee Tuition Exemption Benefit Policy.

Employee Signature: _____ Date: _____

II. Department Approval – (Retain copy for departmental records)

Supervisor Name: _____ Title: _____

Signature: _____ Date: _____

Department Head Name: _____ Title: _____

Signature: _____ Date: _____

III. Procedures

In conjunction with the Office of Finance and Planning and the Office Academic Affairs, the Office of Human Resources maintains procedures related to administration of this policy. As part of those procedures:

(1) Employees must complete an Employee Tuition Exemption Request. **Please Note:** The form must be signed by the employees supervisor and routed to **gmukhr@gmu.edu**.
(2) HR Office will verify eligibility criteria.
(3) Academic Affairs Office will review and approve the request according to academic policies.
(4) After approval from Academic Affairs, the employee will be able to register for the course prior to the payment due date for that registration (see the GMUK Student Accounts Office website for payment deadlines)
(5) GMUK Student Accounts will apply the exemption and employee's student account will reflect a zero balance, but failure to complete the exemption request in a timely manner may result in late payment penalties to the employee.