

Application must be made each semester

This application is for the _____ semester, fiscal year _____.

APPLICANT INFORMATION

Adjunct Faculty Department _____ ROTC Full time ROTC Part time _____ %

Name _____ Employee ID Number _____
Last First Middle Initial

Address _____ Daytime Telephone _____
Street City State ZIP

PURPOSE

- Check **ONE** box below (see reverse for explanation) Adjunct Faculty
- ROTC requirement for non-job-related degree program _____
 - ROTC requirement for job-related degree program _____
 - ROTC employee professional development

I have registered for the following courses:

CRN	TITLE AND COURSE NO.	DAYS	TIME	CREDITS	\$ RATE/ CREDIT	\$ TOTAL	REMISSION ALLOWED

This section to be completed by the Office of Financial Aid

I have read and understand the Florida Tech Tuition Benefits Policy and agree to abide by the Policy. I agree to pay for all charges not covered by the Policy and understand that the value of the benefit will be taxed and taxes withheld, as necessary, based on applicable state and federal regulations.

Employee Signature _____ Date _____

APPROVALS

TO BE COMPLETED BY FINANCIAL AID OFFICE

 ROTC Commanding Officer Date

Remission _____ %

 Credits Approved Human Resources Date

 Entered By Date

INSTRUCTIONS FOR COMPLETION

This form must be completed for each semester benefits are requested and must indicate the semester and fiscal year for which benefits are being requested. All sections must be completed in full. Incomplete forms will be returned.

Applicant Information

Indicate employee status of "Adjunct Faculty" and department or "ROTC." If "ROTC Part Time," indicate percentage of effort (e.g., 50%, 75%, etc.).

Provide full name, employee ID number, home address and daytime telephone number.

Purpose

Check ONE (1) box, based on the following:

- Adjunct applicant
- ROTC Non-Job-Related Degree Program—To be checked if pursuing a degree in an academic discipline that is not related to the job. Name of degree program **must** be provided.
- ROTC Job-Related Degree Program—To be checked if pursuing a degree in an academic discipline that is directly related to the job. Name of degree program **must** be provided.
- ROTC Employee Professional Development—To be checked if course(s) taken is/are not in pursuit of a degree, but the course(s) is/are directly related to the job.

Course Information

Provide the following information for each course to be taken in the semester: course reference number (CRN), course title and catalog number, days and time the course meets, number of credits, cost per credit hour and total cost for the course.

Signatures

The applicant should sign and date where indicated.

If an adjunct applicant, no additional signatures are necessary.

If an ROTC applicant, the Commanding Officer should sign and date where indicated, taking into consideration the days and times of each course.

Processing

If an adjunct applicant: After signing the form, the form should be forwarded to Florida Tech's Office of Human Resources where it will be reviewed for eligibility and adherence to the Tuition Benefit Policy.

If an ROTC applicant: After signing the form, the form should be forwarded to Florida Tech's Office of Human Resources where it will be reviewed for eligibility and adherence to the Tuition Benefit Policy.

After approval by the Office of Human Resources, the form (including the number of credits approved) will be forwarded to the Office of Financial Aid for final processing.

The white copy of this form will be returned to the Office of Human Resources. The pink copy of this form will be returned to the applicant.