

## 100% Tuition Remission for Job Related Non-Credit SCPS Courses Form

**Instructions to all employees:** This form must be completed by your Supervisor, approved/signed by your Human Resources Officer, and attached to the **Tuition Remission Application for NYU SCPS Non-Credit Course form** for processing. The Tuition Remission Application for NYU SCPS Non-Credit Course form is located on the Human Resources Website at <http://www.nyu.edu/hr/forms/> and is listed as “**Tuition Remission for Non-Credit SCPS Courses**”.

I have reviewed and approved the request for (Employee Name) \_\_\_\_\_

(NYU ID#) \_\_\_\_\_ to take the course noted below for 100% tuition remission.

Course Name \_\_\_\_\_ and Course Number \_\_\_\_\_

1. What skills will be acquired through taking this course?

2. How do these skills specifically relate to the employee’s current position?

Supervisor’s Name: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Authorization from School/Division

\_\_\_\_\_  
Name of Human Resources Officer

\_\_\_\_\_  
School/Division

\_\_\_\_\_  
Signature of Human Resources Officer

\_\_\_\_\_  
Date

SUPERVISOR

HUMAN RESOURCES OFFICER