

100% Tuition Remission for Job Related Non-Credit SPS 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 SPS Non-Credit Course form** for processing. The Tuition Remission Application for NYU SPS Non-Credit Course form is located on the Human Resources Website at <http://www.nyu.edu/hr> and is listed as “**Tuition Remission for Non-Credit SPS 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/HR Representative

School/Division

Signature of Human Resources Officer/HR Representative

Date

SUPERVISOR

HUMAN RESOURCES OFFICER