I. Policy and/or Objective

To provide the policy and process for processing tuition remission for full-time employees of the Speed Museum.

II. Guidelines

• Full-time employees are eligible to take up to three (3) undergraduate credit hours at the University of Louisville, during the Fall and Spring Semesters. Summer classes are not eligible. 100% of in-state undergraduate tuition (On-Campus and/or On-Line) is covered. Course fees, graduation fees, student recreation fees, or regular student fees are not covered.

• Employees must receive a grade of “C” or better to remain eligible for tuition remission in future semesters.

• Dependents of Speed Museum employees are not eligible for tuition remission.

III. Steps in the process

• Employee should complete the Speed Museum Employee Tuition Remission Request Form (see Appendix A) and return it to the Speed Museum Human Resources office.

• The Speed Museum Human Resources office will e-mail the form to the University of Louisville Provost Coordinated Business Services Office (CBS) at provcbs@louisville.edu.

• The CBS office will submit the tuition remission request as a departmental scholarship.
  o Item type – 862002332100
  o Speedtype – 30014 – Speed Museum

• Once the request has been processed by CBS and confirmation has been received from Financial Aid, the original sender of the request and the Speed Museum employee will be notified via e-mail.

• It is the Speed Museum employee’s responsibility to verify the tuition remission has posted to their student account and to pay all remaining balances.

• Speed Museum Employee Tuition Remission Request forms will be kept in the CBS Office for 3 years (from the date of the form) and presented upon audit if requested.
Appendix A

Speed Museum Employee Tuition Remission Request Form

To participate in the Tuition Remission program for this semester YOU MUST:

1. Print this form
2. Complete the requested information below
3. Return this completed form to the Speed Museum Human Resources Office

Employee Information

Employee Name: _________________________________________________________

U of L Student ID: _________________________________________________________

Date of Birth: _________________________________________________________

Number of Credits: _________________________________________________________

Employee Signature: _________________________________________________________

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Speed Museum Human Resources Office:

Once this form has been received and approved, please forward in an e-mail to the following address: provcbs@louisville.edu.

The submitter of the request, and the Speed Museum employee will be notified when the request has been processed by the University of Louisville Provost Coordinated Business Services Office and confirmation has been received from Financial Aid.