



Part-Time Faculty or Employee Remission Request Form

Part-time faculty members who instruct a minimum of three (3) credit hours and up to nine (9) per semester or School of Dentistry faculty who work 1,000 hours or more per year are eligible for the employee-only tuition benefit up to the number of credit hours taught during the semester in which they are requesting remission, and up to a maximum of seven (7) credit hours per semester, up to eight (8) credit hours per summer, and up to four (4) for J session at Marquette on a free tuition basis. Non-faculty employees classified as regular part-time (those who are scheduled for and work at least 20 hours per week on a permanent, non-temporary basis) are eligible for the tuition remission benefit for self on a prorated basis. Regular part-time, non-faculty employees may take up to four (4) credits per semester and up to eight (8) credits per summer on a tuition free basis. Courses may be taken in either undergraduate or graduate level and are subject to all terms, limitations, and conditions of the Tuition Remission Policy (UPP 4-09) for tax purposes, etc. Eligible part-time faculty or employees must complete this form on an annual basis and return it to Marquette Central. The form can be sent as an attachment via email to our office at marquettecentral@marquette.edu. You may also send the completed form via fax to (414) 288-4080 or via mail to the following address:

**Marquette University
Office of the Bursar
P.O. Box 1881
Milwaukee WI 53201**

Employee Name _____

Employee MUID _____

Employees: Hours worked per week _____

Faculty:
Credits taught in Fall: _____ **Credits taught in Spring:** _____

Faculty:
Contract Length _____

Department _____ **Phone Extension** _____

Date of Hire at Marquette _____

Employee Status Part-time Faculty Staff

Employee Signature _____ **Date** _____