Southeast Arkansas College
ADJUNCT Employee/Dependent Tuition Exemption Request

Completed form may be faxed to 870-850-3113 or emailed to personnel@seark.edu

	Semester			Year
Semester Exemption Requested: (Circle One ONLY)	**Fall**	**Spring**	**Summer**	**20___**

Employee:

Name: _____Email: _____SEARK ID #_____

Spouse:

Name: _____Email: _____SEARK ID #_____
(Attach marriage certificate & tax return)

Dependent:

Name: _____Age:____Email: _____SEARK ID #_____
(Attach birth certificate & tax return)

SEARK ADJUNCT Employee/Spouse/Dependent Tuition Exemption Policy:

Upon admission to SEARK College, all SEARK College ***ADJUNCT*** employees, their spouse, and dependent children (children under age 24 at the time of registration) may qualify for a tuition exemption for up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College during the semester of employment. Employment status on the first day of class determines eligibility for exemption. SEARK ***ADJUNCT*** College employees may not attend classes during their scheduled work hours.

Tuition exemption is based on the in-state tuition rate per credit hour. Required books and fees are not exemptible.

The last day to apply for admission is the last day to apply for tuition exemption.

A current tax return, marriage license, and birth certificate are required to prove eligibility for spouse and/or dependent.

A Request for Tuition Exemption form and documentation must be submitted to the Personnel Office prior to registration each semester. Students receiving the ***ADJUNCT*** Employee/Spouse/Dependent tuition exemption must maintain a 2.0 GPA to keep the tuition exemption. Employee, spouse or dependent student may appeal the individual loss of exemption (in person) to the Vice President for Student Services who may refer the appeal to committee.

Employee Signature: _____ Date: _____

Attach Marriage License, Birth Certificate, and Prior Year Tax Return & Forward to SEARK Personnel Office. Attach Current Transcript for Continuation of Exemption.

Section I (SEARK Personnel Approval) Verified and approved by:

Signature: _____ Date: _____

(Personnel or Business Office Employee)

Note: Tuition Exemption Requests are awarded subject to available funding and resources.

Approved by Executive Cabinet 5-23-16