Southeast Arkansas College
Employee/Dependent Tuition Exemption Request

Completed form may be emailed to personnel@seark.edu.

Semester Exemption Requested: (Select one ONLY)

Semester			Year
☐ Fall	☐ Spring	☐ Summer	20____

Employee: (Select one ONLY) ☐ Adjunct ☐ Full - Time

Name: _____ Email: _____ SEARK ID#_____

Spouse:

Name: _____ Email: _____ SEARK ID#_____
(Attach marriage certificate)

Dependent:

Name: _____ Age: _____ Email: _____ SEARK ID#_____
(Attach birth certificate)

SEARK Employee/Spouse/Dependent Tuition Exemption Policy:

Upon admission to SEARK College, all full-time SEARK College employees, their spouse, and dependent children (children under age 26 at the time of registration) may qualify for a tuition exemption for Southeast Arkansas College academic courses. **Adjunct** employees, their spouse, and dependent children may also qualify for a tuition exemption for up to **ONE three (3) hour academic course (or three (3) hours tuition amount towards a course with more hours).** Employment status on the first day of class determines eligibility for exemption. SEARK College employees may only attend classes during their scheduled work hours if approved annual leave is granted by their supervisor.

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 tuition exemption is as follows per semester.

- **Fall – August 15th**
- **Spring – January 15th**
- **Summer – June 1st**

ANY FORMS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED FOR THAT SEMESTER.

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

A Tuition Exemption Request form and documentation must be submitted to Personnel in the Business Office, Room 166 prior to registration each semester. Students receiving the 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 Dean of Students who may refer the appeal to the committee.

Employee Signature: _____ **Date:** _____

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.

Jan 2025