



Villanova University
College of Professional Studies
Tuition Remission Application for
Non-Credit Courses

Note: Please complete this form prior to the beginning of your course. Send completed form to benefitssupport@villanova.edu. HR will approve and forward to the Bursar's Office so that you receive the TR credit. Forms submitted after the start of the course will be subject to a late fee. Some courses may have an additional fee for materials.

Employee information:

| | | |
|---------------------------|-------------|-------------------|
| Name: | | |
| VUID#: | Department: | |
| Daytime Telephone number: | | |
| Employee email: | | |
| Employee home address: | | |
| Employment Status: | FT or PT: | Faculty or Staff: |
| Date of Hire: | | |

| | |
|--|--|
| Non-Credit course information | |
| Name of Course: | |
| Name of Program (if applicable): | |
| Start Date of Course: | |
| Please check one: Registered for course on CPS' website <input checked="" type="checkbox"/> | |

Employee's Signature: _____ Date: _____