



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](mailto: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="checked" type="checkbox"/>	

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_