

EMPLOYEE REMISSION FORM

Please complete all information below and return this form to Metro College no later than seven (7) working days prior to the first session. Your registration for the course/seminar will not be recorded until this form and your payment of the materials fee are received.

- Payment is due for the materials fee (texts, breaks, meals, etc.) upon registration for the Continuing Education program listed. Fee remission does not apply to material charges, facilities charges, or other non-instructional charges which may be required for enrollment in the course/seminar.
- In the event of cancellation, the materials fee will be refunded to the individual. Confirmation of enrollment in the Continuing Education program will be processed until the materials fee, if applicable, is paid.

A separate form must be completed for each course/seminar registration.

I am a member of (circle one): ACE APAS OEA NOPBA NON-UNIT RETIRED

Employee Name	University Department	Department Extension	
Home Address	City	State	Zip Code
Social Security No.	Phone # where you can be reached:		Email Address
	(Home / Cell)		

Enrollee Information

Self Spouse Son Daughter (Circle one)	Name	Social Security No.	
	Address / City / State / Zip Code	(Home / Cell / Business)	
	Course Title	Course Number	
	Class Dates	Days	Time

- I request remission for the non-credit offering listed above and agree to pay, if applicable, the materials fee of \$ _____ associated with this offering. (Call 330-941-2465 for fee information.)

(Circle one)
- In this calendar year (January 1 – December 31), the individual enrolled has been enrolled in: *none one two* non-credit offerings in accord with Board of Trustees policies. I certify that the above information is true and correct.

- - 202051 -

You MUST enter your department FOAPAL above

X

Employee Signature Date

FOR OFFICE USE ONLY

Payment received from: _____		Signature _____
Individual	\$ _____	Check No. _____ / Cash
	\$ _____	Charge Card _____
Department	\$ _____	Memo Date _____ (Copy attached)
		Date _____

APPLICATION FOR

- ACE • APAS • OEA • NOPBA • EXEMPT • RETIRED
-

CONTINUING EDUCATION ENROLLMENT BENEFIT

The form on the reverse side must be completed in full and submitted with the payment of any materials fee to Metro College not less than seven (7) days ahead of the first session.

- Call Metro College at (330) 941-2465 to obtain the materials fee, if applicable.
- Consult with your departmental secretary / chairperson for the FOAPAL account number.
- Mail the application via campus mail or U.S. Post Office, or fax to:



Metro College at Southwoods Commons
100 DeBartolo Place, Suite 200
Youngstown, OH 44512
Fax: 330-965-5811



All bargaining units and the exempt employees are eligible, based on Board of Trustees action, for the Continuing Education benefit listed below:

Each member of the bargaining unit shall be entitled to instructional fee remission twice per calendar year for non-credit courses offered through the Continuing Education department of University Outreach. Further, the bargaining unit member's spouse and dependent children shall each be entitled to instructional fee remission once per calendar year for such non-credit courses, provided that there is an enrollment slot available above and beyond the enrollment level required to fund the course. No employee may receive more than two remissions per calendar year. Application shall be made in advance of enrollment on a form provided by University Outreach and in accordance with deadlines established by University Outreach. Charges for materials, facilities, texts, and consumable or other non-instructional items are the responsibility of the enrollee and shall be payable at the time of registration. If an eligible individual enrolls in a non-credit course which is subsequently cancelled due to insufficient enrollment or other reasons, such cancellation shall not affect the number of fee remissions the individual is entitled to receive in a given calendar year. Final and binding determination of the required enrollment level in any given course rests with the University.