



Part-Time Employee Remission Information Form

Non-faculty employees classified as regular part-time (those who are scheduled for and work at least 20 hours per week on a permanent, non-temporary basis) are eligible for the tuition remission benefit for self on a prorated basis. Regular part-time, non-faculty employees may take up to four (4) credits per semester and up to eight (8) credits per summer on a tuition free basis. Courses may be taken in either undergraduate or graduate level and are subject to all terms, limitations, and conditions of the Tuition Remission Policy for tax purposes, etc. The requirements and qualifications for courses taken in the College of Professional Studies that apply to regular full-time employees also apply to regular part-time employees under this section. Eligible part-time employees must complete this form on an annual basis. Please download form to your computer, complete and save. The form can be sent as an attachment via email to our office at marquettecentral@marquette.edu. You may also send the completed form via fax to (414) 288-4080, or via mail to the following address:

**Marquette University
Office of the Bursar
P.O. Box 1881
Milwaukee WI 53201**

**Employee
Name**

**Employee
MU ID**

**Number of
Hours Worked
per Week**

Staff

Administrator

Department

**Phone
Extension**

**Date of Hire at
Marquette**

Signature

Date

Print Form