



Part-Time Faculty Remission Information Form

Part-time faculty members must have a one year contract to be eligible to receive tuition remission benefit. The tuition remission credit hour eligibility is determined by the teaching load of the part-time faculty member. Eligible part-time faculty members must complete this form on an annual basis. Please download the 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
MUID**

**Contract
Length**

**Teaching Load
Fall Semester
(in credits)**

**Teaching Load
Spring Semester
(in credits)**

Department

**Phone
Extension**

**Date of Hire at
Marquette**

Signature

Date

Print Form