



EMPLOYEE TUITION REDUCTION AUTHORIZATION INSTRUCTIONS

- Use one form per semester. A new form must be completed for each semester.
- Fill the form out ***completely***.
- The form must be signed by the applicant, the employee's supervisor, and authorized by the HR Office. HR will keep a copy of this completed form.
- Once complete, the employee submits the form directly to the appropriate institutional department. Human Resources is not responsible for submitting this form. *(Note: For ISU, fax the completed form to (208) 282 – 4701, Attn: Cashier's Office. For other institutions, contact the appropriate department at the receiving institution for submission instructions.)*
- For any questions regarding the completion of this form contact EITC's Human Resource department at (208) 535 – 5303

Updated 1/12/16



Eastern Idaho Technical College

EMPLOYEE TUITION REDUCTION AUTHORIZATION

Student Name: _____ Student ID : _____ Phone No.: _____

Semester (Fall, Spring, Summer): _____ Year: _____

Please mark where you plan to attend: EITC ISU CSI BSU LCSC

Course Number	Course Title	No. of Credits	Day(s) of Class	Class Time
Total Credit Hours:				

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor/Manager Approval: _____ Date: _____

HR Officer Approval: _____ Date: _____

Updated 1/12/16