



How to Access Remitted Tuition Experiential Learning Site

1. Confirm with your designated agency representative the credits available.
2. Review the conditions, use, and restrictions as stated below.
3. Complete the Outside Agency Tuition Credits Usage Approval Form and submit to Utica University's Office of Financial Affairs – finance@utica.edu or by phone at 315-792-3011.
4. Register for the course.

Conditions

- Use of credits is exclusive to agency employees and/or their IRS qualified dependents.
- Tuition credit hours are available for use within four (4) semesters following the semester of placement completion. The two (2) summer sessions count as one (1) semester. The credits may not be applied retroactively to prior tuition charges. Tuition credits are forfeited if not used before or during the semester of expiration, and the semester of expiration will not be altered under any circumstances.

Use

Tuition credits MAY be applied to:

- (3) Undergraduate courses, maximum of (9) credits, at Utica University; restricted per individual per the College's fiscal year (June 1 – May 31).
- (2) Graduate courses, maximum of (6) credits, at Utica University; restricted per individual per the College's fiscal year (June 1- May 31).

Restrictions

- Tuition credits may NOT be used for doctoral courses.
- Tuition credits may NOT be applied to any academic and/or administrative fees.
- Tuition credits may be used only for Utica University courses.
- Students receiving financial aid awards from the University may be subject to award restrictions.
- Tuition credits earned through supervision of a student will not become available for use until an evaluation of that student's performance is received by the academic unit. Evaluations should be submitted no later than one week following the last day of class each semester.
- Tuition credit hours do not become available for use until the semester registration period following the semester in which the student was supervised.
- Tuition credits may NOT be applied to any CPE courses.
- Utica University reserves the right not to accept tuition credit for some courses, programs, and workshops including, noncredit Informal and Professional Development courses.
- Utica University reserves the right to cancel courses for any reason including but not limited to under-enrollment.



OUTSIDE AGENCY TUITION CREDITS USAGE APPROVAL FORM

DATE: _____

AGENCY NAME: _____

AGENCY ADMINISTRATOR NAME (PRINT): _____

AUTHORIZING SIGNATURE OF AGENCY ADMINISTRATOR: _____

STUDENT NAME (LAST, FIRST, MI): _____

STUDENT UTICA ID# or LAST 4 DIGITS OF SSN: _____

RELATIONSHIP TO AGENCY (must be current employee or IRS defined dependent of employee): _____

SEMESTER/YEAR CREDITS SHOULD BE APPLIED TO (CREDITS CANNOT BE APPLIED RETROACTIVELY): _____

NUMBER OF CREDITS REQUESTED: _____ UNDERGRAD OR GRADUATE*? _____

This form is provided for accessing earned credits for awarding to outside agency employees or dependents (as defined by IRS). Please print or type. If you need additional blank forms, you may photocopy.

USER BANNER ID NUMBER OR LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: If the student has previously taken courses at Utica University, please use their assigned 9-digit Utica University ID number. If this is the first-time student is registering, please use the last four digits of their social security number. The registrant's account cannot be credited without the correct Utica University ID number or last four digits of their social security number.

CREDIT HOURS: Fill in the number of remitted tuition credits requested for the semester. Also, please indicate whether the credits will be used for undergraduate or graduate level courses.

THE USAGE APPROVAL FORM MUST BE SIGNED AND DATED BY THE AGENCY DESIGNATED ADMINISTRATOR RESPONSIBLE FOR CERTIFYING ELIGIBILITY. Signature confirms that the people listed are eligible in accordance with the agency's contractual agreement with Utica University. Forms cannot be processed without proper signature.

Please return completed form to: Utica University
 Office of Financial Affairs
 1600 Burrstone Road
 Utica, NY 13502

If you have any questions on completing this Form, please contact Financial Affairs at finance@utica.edu or by calling (315) 792-3011.