St. Mary's College of Maryland: Maryland Community College Tuition Application

Full-time employees who occupy permanent positions are eligible to enroll in a maximum of six (6) credits per semester at any Maryland Community College. Spaces for this program are limited, applications will be presented to the Maryland Community College Tuition Committee, which will provide a numeric score for answers provided on this application to determine acceptance into the program.

1. **Calendar Year: 20___**
   Semester for which tuition is requested (enrollment term) ___Fall ___ Spring

2. **Employee Name :**
   (Last Name, First Name)

3. **Employee SSN:**

4. **Employee Date of Hire:**

5. **Employment Status:**

   ___ **Full Time Exempt or ___ Full Time Non-Exempt**

6. **Reason for Enrollment:**

   ___ **Associate's Degree   ___ Skills Course ___ Certificate Program   ___ Trade/Technical Skill**

Application Questions:

The applicant would need to provide a brief summary of the following questions, no more than one page:

1. Provide the committee with a statement of why the applicant has an interest in taking   the courses.

2. Indicate to the committee what the applicant hopes to learn.

3. Give a brief statement to the committee how this will benefit the applicant in his or her current position.

Please attach your response to this application.

Please note that the College of Southern Maryland is now assessing a combined fee which is 23% of the total tuition amount for courses taken in a given semester. This combined fee is not covered under this tuition assistance.

Employee Signature:_____ Date:_____

Direct Supervisor Signature:_____ Date:_____

Please submit this document to Faye Graves, afgraves@smcm.edu, in Human Resources