



Name:	Employee ID Number:
	RU ID Number:
Email Address:	Daytime Phone Number:

1. The PTL shall have taught two semesters within two consecutive academic years at Rutgers and a minimum of twelve (12) credits or 12 course hours;
2. PALS PTLs shall have taught at least two semesters within two consecutive academic years at Rutgers and a minimum of twelve (12) course hours;
3. If a PTL teaches a minimum of three (3) credits—or three (3) course hours in the case of PALS PTLs—in a semester, he or she may be eligible to take no more than three (3) credits in that semester or the subsequent semester;
4. The PTL must be admitted to one of the undergraduate, graduate, or professional divisions of the university (matriculated or non-matriculated);
5. The PTL must be appointed as a Rutgers PTL as of the first day of class for the semester in which he or she is taking the course(s);
6. The PTL must meet all policies and requirements of the program offering the class for the semester in which he or she is taking the course(s).

Semester	Department	Course Name	Course Number	Credits / Course Hours

I have read and understand the 50% Tuition Remission program for Part-Time Lecturers. I certify that the above information is accurate. Should my status change, I agree to immediately notify Student Accounting Services. I understand and agree that I will be personally responsible for reimbursing the University for the amount of tuition which was remitted in reliance on these representations if ineligible for such under University rules. I also understand I am responsible to pay all fees associated with the course aside from 50% tuition.

I verify that the above named employee will be a Part-Time Lecturer during ☐ Fall ☐ Spring term(s) 20 and has met eligibility to receive 50% tuition remission. I certify that the course the PTL proposes to take at 50% tuition remission is related to the subject matter of courses the PTL has taught or will teach.

Department Head/Dean – Signature _____ Date _____

Semester TR Earned	Semester TR Used

¹ Fully online degree programs are not eligible for any tuition remission benefits. Legacy UMDNJ courses/programs are not eligible for any tuition remission benefits.

For questions regarding this application, please contact the Office of University Labor Relations at ualr@oq.rutgers.edu or 848-932-7174.