Villanova University
College of Professional Studies
Tuition Remission Application for
Non-Credit Courses

Note: ***Please complete this form prior to the beginning of your course. Send completed form to*** *benefitssupport@villanova.edu. HR will approve and forward to the Bursar's Office so that you receive the TR credit. Forms submitted after the start of the course will be subject to a late fee. Some courses may have an additional fee for materials.*

Employee information:

Name:	
VUID#:	Department:
Daytime Telephone number:	
Employee email:	
Employee home address:	
Employment Status: FT or PT:	Faculty or Staff:
Date of Hire:	

Non-Credit course information	
Name of Course:	
Name of Program (if applicable):	
Start Date of Course:	
Please check one: Registered for course on CPS' website	☐
Registered for course with the assistance of Bisk (course details on Villanovau.com)	☐

Employee's Signature: _____   **Date:**_____