

Applying and Enrolling in Courses as an Employee

Submit QTR form to HR

- Complete the **Application for Qualified Tuition Reduction form**
- Submit completed form to Human Resources

HR submits to Financial Aid

- HR will verify eligibility and submit to Financial Aid office
- Financial Aid will process tuition credit and add to employee's account.

Non - Degree Seeking Application to Registrar

- Once tuition credit has been approved, complete the **Application for a Non-Degree Seeking Student** via the Registrar's Office at least one month prior to the start of the semester.
 - Those who wish to audit a course should also complete this form.
 - Contact registrar@austincollege.edu for support