

**REQUEST FOR APPROVAL/TUITION GRANT TO ENROLL
IN KILGORE COLLEGE COURSES**

Please print or type

Date submitted: _____

Last Name	First	MI	Social Security Number
-----------	-------	----	------------------------

In an effort to coordinate enrollment in courses by full-time college employees, it is necessary that an employee receive complete approval **prior** to enrolling. Approval is necessary in order to a) obtain information relative to tuition grants for full-time employees, and/or b) avoid conflicts of time/interest with assigned duties and responsibilities as an employee of Kilgore College.

Please follow procedure outlined below:

1. Complete an application for admission in the Registrar's Office.
2. Complete this form and submit it to your immediate supervisor. It is the employee's responsibility to complete the work schedule below.
3. To enroll in "Credit" Courses, contact the Registrar's Office. (There is a two-course limit.)
4. To enroll in Adult Education or Continuing Education courses, contact the Office of Adult and Continuing Education in the Woodruff Adult Education Center in Kilgore or at the Hendrix Center in Longview.
5. A copy of your paid receipt must be obtained **prior** to your first class meeting from:
 - A. The Business Office for credit courses, or
 - B. The Adult Education Center or Hendrix Center for avocation/adult education courses.

<u>COURSE IDENTIFICATION</u>			<u>Cost</u>	<u>Day and Time Class Meets</u>	<u>Semester, Year</u>
<u>Credit Courses</u>					
_____	_____	_____	_____	_____	Fall, _____
Prefix	Course No.	Section	_____	_____	Spr, _____
_____	_____	_____	_____	_____	Su I, _____
_____	_____	_____	_____	_____	Su II, _____
Prefix	Course No.	Section	_____	_____	_____
Total			_____	_____	_____

Avocational/Adult Education Courses

_____ Business Office Use

_____ Business Office Use

Work Schedule

_____ Time and Day

CERTIFICATION - Signatures below certify no conflict in class or work schedule and the employee is full-time.

_____ Employee Signature

_____ Supervisor/Chair/Director

_____ Administrative Approval

_____ Human Resources Review