

**APPLICATION FOR COURSE CREDIT**

**General Instructions & Guidelines:**

A full-time, year-round staff member, his/her spouse/domestic partner/civil union partner, as well as a full-time academic year faculty member with ongoing contracts and his/her spouse/domestic partner/civil union partner may apply for the Middlebury College "Course Fee Reduction for Employees" benefit to take classes for credit for \$100 per course, after a one-year waiting period. An eligible applicant may take one course per semester, and must first apply through the Office of the Dean of the Faculty.

Once completed turn the form into the Office of the Dean of the Faculty with a check made payable to Middlebury College. The Dean of the Faculty's office will send written notification of eligibility and enrollment to the applicant. A refund of fees paid is possible up to two weeks after classes begin: after that time the applicant will forfeit the fee.

**Please consider that the availability to enroll for credit in any given course may be limited by certain factors as outlined on the back of this form and the needs of the College.**

**ACADEMIC YEAR AND TERM:** (Fill in the year and check the appropriate box.)  
20\_\_       Fall       Winter       Spring       Summer

**COURSE INFORMATION:** (Fill in the course title and number found in the course catalogue.)

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_

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5-digit CRN# (Please include CRN #s for all pre-labs, labs, drills and discussions)

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Course & Section as necessary (eg. BIOL 0250 A+V+W+X)

**EMPLOYEE AND APPLICANT INFORMATION:** (Provide only the information that applies.)

Employee Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

- I am an employee of the College and I am applying for myself. (Supervisor signature required.)
- I am an employee of the College, and this application is for the following eligible person:

Name of applicant: \_\_\_\_\_ Relationship to Employee: \_\_\_\_\_

Please explain how time away from work will be made up (if you are an employee):

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**APPROVED BY SUPERVISOR** \_\_\_\_\_  
Name Date

**APPROVED BY INSTRUCTOR** \_\_\_\_\_  
Name Date

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**PLEASE RETURN THIS FORM TO: OFFICE OF THE DEAN OF THE FACULTY**

**(For administrative purposes only)**

Approved by LS Director/Department Chair \_\_\_\_\_  
Name Date

**Approved for registration by Dean of Language Schools and Schools Abroad/Dean of the Faculty:**

Department \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant notified \_\_\_\_\_ (Date)

Fee received \_\_\_\_\_ (Cashier) \_\_\_\_\_ Date

Student enrolled \_\_\_\_\_ (Registrar) \_\_\_\_\_ Date

cc: Registrar, Language School Registrar, Controller, Human Resources

## **RESTRICTIONS AND LIMITATIONS:**

Recognizing that the Mission of Middlebury College is meant to serve the needs of its full-time regular students requires that the course considerations of those students are primary to serving the purpose and mission of the College. Thus, the College reserves the right in certain instances to limit access to its course offerings. The list below provides the most common restrictions and limitations that the College may use to ensure that the needs of the regular student body are not adversely impacted.

- Employees of the College may be limited by the staffing needs of their department.
- Applicants must demonstrate to the satisfaction of the instructor their qualifications for the course and related course work.
- Registration for a particular course may be withheld due to space limitations.
- Registration for a particular course may be withheld to maintain balance between regularly enrolled students and eligible applicants under this policy already enrolled in a particular course.
- Registration under this process occurs only after regular student registration.
- Specific courses may be excluded by the Dean of the Faculty.
- Other limitations as outlined by the Employees Handbook or necessary for the College to maintain its mission to serve the full-time students.

Middlebury College complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, place of birth, service in the armed forces of the United States, or against qualified individuals with disabilities on the basis of disability.

*Revised 12/06*