

Request for Tuition Remission

City of Richmond Police Department Employees



Full-time employees of the City of Richmond Police Department are eligible to receive tuition remission at Virginia Union University (50% off tuition for up to 9 credits per semester). In order to receive this benefit, this form must be completed each semester as outlined below.

Employee's Name: _____

The above-named individual is a full-time employee of the City of Richmond Police Department, and per the Articulation Agreement between Virginia Union University and the Richmond Police Department, is eligible to receive tuition remission of 50% for up to 9 credit hours per academic semester.

Certification of City of Richmond Police Department Human Resources Division Chief:

Signature: _____ Date: _____

Certification of Virginia Union University Vice President for Financial Affairs:

Signature: _____ Date: _____

Procedure for Tuition Remission program:

1. Obtain a "Request for Tuition Remission" form from the Human Resources office at the Richmond Police Department, the Richmond Police Department Training Academy, or the Department of Criminology and Criminal Justice at Virginia Union University.
2. Obtain the approval of the Human Resources Division Chief or other designated individual at your agency (RPD).
3. Return form to the Department Chairperson, Department of Criminology and Criminal Justice of Virginia Union University. The form will be forwarded to the Vice President's office for approval. Once approved, the form will be sent electronically to the Office of Financial Aid where an appropriate credit will be applied to your student account. This form must be submitted prior to each semester in which coursework will be taken.