

# REQUEST FOR TUITION AND FEE EXEMPTION

EMPLOYEE NAME \_\_\_\_\_ EMPLOYEE ID \_\_\_\_\_

POSITION TITLE \_\_\_\_\_ DEPT \_\_\_\_\_ PHONE \_\_\_\_\_

## COURSE(S) REQUESTED

Please list below the college credit course(s) for which you are requesting a tuition and fee exemption:

DEPARTMENT	COURSE NUMBER	SECTION	TIME	CREDIT HOURS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SEMESTER (Please circle): **FALL** **SPRING** **SUMMER** **OTHER** (specify) \_\_\_\_\_

Is the above **required** for a degree you are pursuing? **YES** **NO**

Please circle your classification: **Graduate (part-time)** **Graduate (full-time)** **Undergraduate**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Your signature is attesting to the fact that you are in compliance with all eligibility requirements. If it is determined after registration that you have not complied with the requirements set forth in PS-12, you will be required to drop the course(s) or pay the required tuition and fees. I hereby give permission to release my final exam grade and/or course grade for course(s) listed above to my supervisor and the Office of Human Resource Management.

## APPROVAL

By signature, approval of this request is given based upon satisfaction of the criteria for eligibility.

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Management: \_\_\_\_\_ Date: \_\_\_\_\_

## CRITERIA FOR ELIGIBILITY

You must meet all of the following criteria in order to qualify for the tuition and fee exemption.

1. You must have at least one year of full-time (100% FTE) service and currently be working full-time.
2. You must be a full-time nonacademic or other academic employee (faculty with the rank of: Instructor, Assistant Professor, Associate Professor, Professor, Librarian or equivalent ranks are excluded).
3. You must have approval to enroll in the college credit course(s) from your immediate supervisor and department head. Audit and remedial courses are not eligible for the tuition and fee exemption.
4. The college credit course(s) must be job-related (see PS-12 for definition of job-related courses). Attach justification of job relatedness if necessary.
5. Only three (3) clock hours per week of job-related courses may be taken during work time without charge to leave. For any hours beyond the (3) clock hours during the normal work week you must take annual leave or attach an approved flextime schedule.
6. Only six (6) credit hours per fall and spring semesters may be exempt. Only three (3) credit hours per summer term may be exempt.
7. Exemption is granted for the specific course(s) listed above. A change in course(s) requires a new request form.
8. You must make satisfactory progress in your coursework to participate in the program.

Revised 08|20|07