

Current Date	
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Human Resources Employee Tuition Waiver Application

Name				Employee ID			
	Last, First	t, Middle		 6 digit N Found on Che		1	
State Title				Found on Che			
Departmer	nt		Camp	us Phone		State	
Supervisor			Union	Affiliation			
Email Addr	ess						
I am reques	sting tuition waiver	for the following c	ourse:		Course ID		
Credits	Days		Coul	rse Title Time]
Semester	ac	cademic year	Major				
Are you pres	ently matriculated i	in a degree progran	n: ⊜Yes ⊜No	Undergradua	ate OG	raduate	
Is the above course required for your degree program? Is the above course work related?							
Please co	mplete for cou	rses taken duri	ng work hours:				
The a	above course is a	uthorized to be ta (An attached me	ken during regular wo	orking hours and time by your supervisor s			be
	above course is dire ave to be made up		oloyee's work duties. Ti	me missed from employ	ee's normal w	ork hours do	es
1) i 2) i	I leave the College's	s employment prior n satisfactory grade	to completing the above as specified in the Colle	Office to access and vertisted course; or ege's tuition waiver policy		e report. In a	the event that
l acknowled make paym	ge that this waiver s ent as stipulated in	shall become void a 1, 2, & 3 above, billi	nd agree to pay all relating will be referred to a	ed tuition and fees. (Plea collection agency.)	ase note in insta	ances where	employees fail to
			vided on a tax free basi on a tax free basis.	s up to \$5250 per calen	dar year. In lim	ited situation	s, Graduate
Permission	is hereby granted	d for the above na	amed employee to en	roll in the course indic	ated on a tuiti	on waiver ba	asis.
Emp	loyee's Signature:					Date:	
Superv	isor's Signature:					Date:	
Human Res	source's Signature:					Date:	

Print and Sign this form