

Hourly Employee Tuition Waiver Request

(Resident Tuition Only - See back of form for further instructions)

Name of Employee _____

Semester Attending:

UV ID # _____

Fall 20____

Spring 20____

Summer 20____

Date of Hire _____

Department _____

UVSC Telephone Extension _____

Employee Title _____

Employee certifies that all the above information is correct. Employee assumes financial liability resulting from any false statements.

Supervisor Signature _____

Date _____

Employee Signature _____

Date _____

Human Resources Office Use Only

revised
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Eligibility Verification ____ Exemption Code ____ Credits Waived ____ \$ Waived ____ Computer Entry ____ Date ____

Instructions:

- 1) Complete all blanks down to bold line.
- 2) Form must be signed by employee and supervisor.
- 3) *After you have enrolled and registered for classes, submit completed form to Human Resources (BA 110).*
- 4) Although we will process the waiver as quickly as possible, please allow one working day.
- 5) *After the waiver is entered into the system, you can check what fees/charges you still owe (see #3 below) by accessing your account summary through the UVLink Student Portal. Fees/charges can be paid on the UVLink system by credit card (with an associated fee) and web check (no fee) or with the Cashier's office by check/cash/debit card (not credit card). FAILURE TO DO SO MAY RESULT IN CLASSES BEING DROPPED AND/OR FINANCIAL LIABILITY FOR TUITION/FEEES.*

Explanation:

- 1) This Tuition Waiver benefit is available to regular hourly employees (those paid from regular PACE pay schedule – not student pay schedule) who:
 - 1) Work a minimum of 20 hours per week.
 - 2) Have completed six continuous months of successful employment.
 - 3) A student must be eligible on the first day of class.
 - 4) Dependents of hourly employees are not eligible for a tuition waiver.
- 2) Employee may receive a tuition waiver for 3 credit hours or one class (which ever is greater) each semester. Courses taken under the tuition waiver must be scheduled outside the employee's assigned work schedule.
- 3) Fee waiver extends only to official student fees published in the class schedule. Not included are: enrollment, lab, course, late, parking and other miscellaneous fees. Waiver covers Utah residency tuition only.

Banking Credits:

The tuition waiver policy also allows hourly employees to save their tuition waiver hours for use in the next semester. To use your "banked" credits next semester, you must document that you earned the credits. To do this, submit a completed tuition waiver request to the Human Resources Office before the end of the semester in which the credits were earned. Write on the top of the waiver form "Banking to _____ semester". Credit hours cannot be banked beyond one semester.

Questions? Contact the Benefits Office in Human Resources x8704.