

Adjunct Faculty Tuition Waiver Request

Name of Employee _____ Semester Attending:
 Fall 20 _____
 UV ID # _____ Spring 20 _____
 Summer 20 _____

Employee's Department _____ UVU Telephone Extension _____

Credit Hours Earned for Semester of Waiver _____

Course(s) Taught in Affected Semester _____

Department Approval: _____

Department Chair

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

Employee Signature _____ Date _____

For Office Use Only:		Revised 7/2008	
Eligibility Verification ____	Exemption Code _____	Credit Hrs Waived _____	\$ Waived _____
OB Chg/Pmt DETC _____/_____	Exemption Code _____	\$ Waived _____	Total OB Credit Hrs Waived _____
OB Chg/Pmt DETC _____/_____	Exemption Code _____	\$ Waived _____	Computer Entry ____ Date _____

Instructions:

- 1) Complete all blanks down to bold line.
- 2) Form must be signed by Department Chair, and employee.
- 3) *After you have enrolled and registered for classes*, submit the completed form to the Human Resources (BA110).
- 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 are responsible for checking to make sure the waiver has been applied and pay any remaining fees/charges (see #3 & #4 below) by accessing your account summary through the UVLink Student Portal.*
- 6) *You can pay any fees/charges through the UVLink system by credit card (with an associated fee) web check (no fee), or with the Cashier's office by check/cash/debit card (no credit card). FAILURE TO DO SO MAY RESULT IN CLASSES BEING DROPPED AND/OR FINANCIAL LIABILITY FOR TUITION/FEEES.*

Explanation:

- 1) This benefit is available to Adjunct Faculty members and is equal to the number of credit hours he/she is assigned to teach in a particular semester. For example: a faculty member teaching three credit hours is eligible for tuition and fee waiver for three credit hours. Dependents of Adjunct Faculty are not eligible for a tuition waiver.
- 2) 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 Adjunct Faculty to save their tuition waiver hours for use in the next semester immediately following i.e. spring banked to summer, summer banked to fall, fall banked to spring. To use your "banked" credits for the following semester, you must document that you earned the credits. To do this, submit a completed tuition waiver request to Human Resources before the end of the semester in which the credits were earned. Write on the top of the waiver form "Banking for _____ Semester". Credit hours cannot be banked beyond one semester.

Questions? Contact the Human Resources Office x8704.