

Employee & Employee Dependent Tuition Waiver Request

Name of Student _____ Semester Attending:
 Fall 20 _____
 Student UV ID # _____ Spring 20 _____
 Relationship to Employee: Spouse Dependent Self Summer 20 _____

Name of Employee _____ Employee Title _____

Employee UV ID # _____ UVU Telephone Extension _____

Employee Status: Salaried Full-time Retired Disabled Deceased

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 10/2009
 Eligibility Verification ___ Exemption Code ___ Credit Hrs Waived ___ \$ Waived ___ Computer Entry ___ Date ___
 OB Chg/Pmt DETC ___/___ Exemption Code ___ \$ Waived ___ Total OB Credit Hrs Waived ___
 OB Chg/Pmt DETC ___/___ Exemption Code ___ \$ Waived ___ Computer Entry ___ Date _____

Instructions:

- 1) If student is:
 - a) **Current Employee:** form must be completed each semester student is enrolled and registered.
 - b) **New Employee:** form must be completed each semester student is enrolled and registered.
 - c) **Dependent:** form must be completed for each semester student is enrolled and registered.
 - d) **Student or work study employees are not eligible for a tuition waiver.**
- 2) Complete all blanks above bold line.
- 3) *After the student has enrolled and registered for classes, submit the completed form to the Human Resources office (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) The tuition waiver benefit is available to full-time employees and their dependents.
- 2) Dependents include employee's spouse and dependent unmarried children under age 26. A student must be eligible as a dependent on the first day of class to receive waiver.
- 3) Full-time employees are eligible for up to 18 credit hours toward tuition and fees per semester. Dependents are eligible for up to 18 credit hours (no fees) per semester.
- 4) 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.

Questions? Contact the Human Resources Office x8704.