



Hourly Employee Tuition Waiver Request

Name of Employee _____

Semester Attending:

Fall 20 _____

UV ID # _____

Spring 20 _____

Summer 20 _____

Date of Hire _____

Department _____

UVU Telephone Extension _____

Employee Title _____

Department Approval: _____

Supervisor Signature

Bank to next semester Yes No Semester to be used _____

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 5/2009

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) Complete all blanks down to bold line.
- 2) Form must be signed by supervisor 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 turned in to Human Resources, 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 Tuition Waiver benefit is available to regular hourly employees (those paid from regular PACE pay schedule-not student pay schedule) who:
 - a) **Work a minimum of 475 hours in six months**
 - b) **Have completed six continuous months of successful employment**
 - c) **Must complete the minimum 475 hours and 6 continuous months each semester on or before the first day of class.**
 - d) **Dependents of hourly employees are not eligible for a tuition waiver.**
- 2) Employee may receive a tuition waiver for 1 class or 3 credit hours 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 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.

Questions? Contact the Human Resources Office x8704.