

## Concurrent Enrollment Instructors,

Great news! You're eligible for a tuition waiver (standard student fees still apply), and here's how you can qualify:

1. The waiver covers one(1), 1-5 credit hour course **per** semester. Fall, Spring and Summer. Just a heads up, though, it doesn't apply to graduate program tuition (courses labeled 5000+).
2. If you teach a class for just the fall or spring semester, you can use this benefit during the semester you teach, as well as in the opposite semester and over the summer. If you teach a full-year course, you can use the benefit throughout the fall, spring, and summer semesters.
3. You'll need to apply for the tuition waiver benefit each semester by requesting it.
4. Tuition waivers don't stack from semester to semester. For instance, if you take a 3-hour class in the fall semester, you can't save the remaining 2 hours to use in the spring semester.
5. The waiver only covers tuition; all fees and books are the responsibility of the instructor.
6. To be eligible, you need to be in good standing, which includes submitting grades on time, not being on probation, and following all Concurrent Enrollment guidelines.

### **To activate the tuition waiver:**

- Be admitted to UVU as a non-degree seeking student. **Note: DO NOT admit as a Non-resident unless applicable.**
- Register for the UVU course you want to take.
- Submit the provided [form](#), including the following information:
  - Your name
  - Your school email
  - Your UVID#
  - Name of the active CE course you are teaching in your HS for the current or previous semester. (e.g. MATH 1050)
  - UVU semester you are registered for to receive the waiver (e.g. Fall, Spring, Summer)
  - Name of the UVU course you are registered for to receive the waiver (e.g. ENG 1010)
  - CRN of the UVU course you are registered for to receive the waiver (e.g. 41890)
- Once information is verified and the waiver has been credited to your UVU account, you will be notified, along with the additional fee amount that you are responsible for paying.