REQUEST FOR TUITION EXEMPTION

EMPLOYEE NAME_____ SOCIAL SECURITY #_____

POSITION TITLE_____ DEPT:_____

COURSE(S) REQUESTED Please list below the college credit course(s) for which you are requesting an exemption:

DEPARTMENT	COURSE#	SECTION	TIME	CREDIT HRS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SEMESTER (Please circle one): FALL SPRING SUMMER OTHER_____ (specify)
Is the above <u>required</u> for a degree you are pursuing? yes no

Employee Signature:_____ Date:_____ **NOTE:** Your signature is attesting to the fact that you are in compliance with all eligibility requirements. If it is determined after registration that you have not complied with the requirements set forth you will be required to drop the course(s) or pay the required tuition and fees. I hereby give permission to release my final exam grade and/or course grade for course(s) listed above to my supervisor and the Office of Human Resource Management. Graduate students only will have taxes withheld for the value of this employee benefit to comply with the IRS tax code.

APPROVED By signature, approval of this request is given based upon satisfaction of the criteria for eligibility.

Immediate Supervisor_____ Date_____

Chancellor _____ Date_____

Human Resources _____ Date_____

CRITERIA FOR ELIGIBILITY You must meet all of the following criteria in order to qualify for the exemption.

1. You must have at least one year of full-time (100% FTE) service and currently be working full-time.

2. You must be a full-time nonacademic or other academic employee (faculty with the rank of: Instructor, Assistant Professor, Associate Professor, Professor, Librarian or equivalent ranks are excluded).

3. You must have approval to enroll in the college credit course(s) from your immediate supervisor and department head. Courses audited are **not** eligible for the tuition and fee exemption.

4. The college credit course(s) must be job-related . Attach justification of job relatedness if necessary.

5. Only three (3) clock hours per week of job-related courses may be taken during work time without charge to leave.

6. Only six (6) credit hours per fall and spring semesters may be exempt. Only three (3) credit hours per summer may be exempt.

7. Exemption is granted for the specific course(s) listed above. A change in course(s) would necessitate a new request form.

8. You must make satisfactory progress in your coursework to participate in the program**.**