Request for Employee Tuition Waiver

Full-time and part-time regular employees and qualifying part-time faculty are eligible for tuition waiver in accordance with Board of Trustees Policy and collective bargaining agreements.

This form, when approved, grants tuition waiver only. Other fees are not waived. This form does not enroll the employee in the desired course(s). Enrollment is the employee's responsibility. This form must be completed prior to the beginning of each semester for which tuition waiver is requested. A tuition waiver is required for courses which are audited.

Please refer to your employee handbook or collective bargaining agreement at http://www.maine.edu/system/hr/handbooks.php and http://www.maine.edu/system/lr/labor_relations.php , respectively, for more information on tuition waiver eligibility.

SECTION I: ***Employee*** *completes Section I and forwards to supervisor for review and signature.*

Request for tuition waiver is made in accordance with the provisions of the following: (Check one.)

❑ **Trustees Policy** *This includes all non – represented employees.*	**Collective Bargaining Agreement**		
	❑ Police	❑ Clerical/Office/Laboratory/Technical	❑ Faculty
	❑ Service & Maintenance	❑ Professional & Administrative	❑ Part-time Faculty

Name (Last, First, Middle)	*Employee ID #*	*Campus of* ***Employment***
Employment Status ❑ Full-time Regular ❑ Part-time Regular ❑ Part-time Faculty	*Date of Hire*	*Campus Address*
Campus of ***Enrollment*** / *Semester* ***or*** *Session/Year Applied for*	*Student Status* ❑ Undergraduate ❑ Graduate ❑ Non-Degree	

Course #	*Section #*	*Start Date*	*Time*	*Day(s) of Week*	*Credit Hours*

If the course meets outside of regularly scheduled work hours, the supervisor reviews and signs the form. If the course meets during regularly scheduled work hours, supervisory **approval** is required. The employee must make arrangements to make up the time or to use leave without pay or annual leave. Such arrangements are subject to supervisory approval. Graduate tuition waivers over $5,250 are treated as taxable income under IRS regulations.

Employee's Signature	*Date*

SECTION II: ***Supervisor*** *completes Section II. The Supervisor signs, makes a copy, and forwards the original form to the designated Approving Office for Campus of Employment. If disapproved, the supervisor includes an attachment indicating the reason for denial.*

❑ Approved ❑ Disapproved	*Supervisor's Signature*	*Date*

SECTION III: *The designated* ***Approving Office for Campus of Employment*** *completes Section III. If approved, the Approving Office makes a copy and forwards the original signed form to the Approving Office of the Campus of Enrollment. If the request is disapproved, a copy is returned to the employee. If a request for graduate tuition waiver is approved, the Approving Office forwards a copy to the campus Payroll Office.*

❑ Approved as Meeting Waiver Criteria ❑ Disapproved as Not Meeting Waiver Criteria	*Reason for Disapproval*	*Approving Officer's Signature*	*Date*

SECTION IV: *The designated* ***Approving Office for Campus of Enrollment*** *completes Section IV. If approved, the Approving Office makes a copy and forwards the original signed form to the Business Office. If the request is disapproved, a copy is returned to the employee.*

❑ Approved ❑ Disapproved	*Reason for Disapproval*	
Cost to the University **$**	*Approving Officer's Signature*	*Date*