



APPLICATION

I have read and understand the instructions and information provided on the reverse side of this application.

Term _____ Year _____ Title & Employing Dept _____

Name _____ UM ID: _____

Course #	Credits <i>(print)</i>	Course Description	Time	Days
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

My status will be: _____ undergraduate degree _____ graduate degree
 (Check only one) _____ undergraduate non-degree _____ graduate non-degree
 _____ post-bachelor's

I hereby authorize the University Payroll Office to withhold from my final paycheck the value of this fee waiver in the event I terminate my employment with the University prior to completion of the course(s) for which I have been granted the waiver.

Your Signature _____ Date _____

Department _____ Phone _____

APPROVAL SIGNATURES REQUIRED:

Supervisor Signature _____ Date _____

The supervisor's signature indicates that the employee has agreed to make up the time missed from work and has arranged a satisfactory schedule to do so with the supervisor. It also indicates that the employee has passed his/her union probationary period, if necessary.

Director/Dean Signature _____ Date _____

Human Resources Office Information: Employee's FTE _____ Date _____ Initials _____

Financial Aid Action : Entered on date _____ Other aid? YES NO Initials _____
(If student has other aid, route to financial aid evaluator)

The University of Montana

Faculty/Staff Request to Enroll in University Courses - **INSTRUCTION**

QUALIFICATIONS & ELIGIBILITY:

The Montana Board of Regents has authorized The University of Montana to grant fee waivers to employees under certain conditions. You may qualify if you meet the conditions of the Board Policy and The University of Montana which include:

- Being a permanent employee (.75 FTE or greater) during registration, fee payment, and throughout the period of enrollment
- Completing any union probationary period of employment, if required, before filing an application
- Faculty whose assignment is .75 FTE or greater in their second consecutive semester of employment.
- Enrolling in a regular University course (fee waivers do not apply to courses offered through Continuing Education or the University Center)
- Obtaining approval with signatures of the supervisor and director/dean
- DELIVER THIS COMPLETED FORM, INCLUDING ALL SIGNATURES FROM YOUR DEPARTMENT AND THE HUMAN RESOURCES OFFICE, TO THE FINANCIAL AID OFFICE A MINIMUM OF TWO DAYS PRIOR TO YOUR FEE PAYMENT

OTHER INFORMATION:

- The faculty/staff fee waiver waives the in-state, incidental fee only. (All other fees are the responsibility of you, the student.)
- Any federal aid may be reduced as a result of fee waivers