



## FACULTY/STAFF TUITION WAIVER APPLICATION

Term \_\_\_\_\_ Year \_\_\_\_\_ Title & Dept. \_\_\_\_\_

Name (print) \_\_\_\_\_ UM 790#: \_\_\_\_\_

Campus where you are employed: \_\_\_\_\_

***NOTE: You MUST also be admitted to UM and register for any coursework.***

***\*\* Please read the information and instructions located on the reverse side of this application. \*\****

Course #	Credits	Course Description	Time	Days

**My status will be: (Check *only* one)**

<input type="checkbox"/>	Undergraduate degree	<input type="checkbox"/>	Graduate degree
<input type="checkbox"/>	Undergraduate non-degree	<input type="checkbox"/>	Graduate non-degree
<input type="checkbox"/>	Post-Bachelor's		

In the event that I terminate my employment with the University of Montana prior to completion of the course(s) for which I have been granted this Faculty/Staff tuition waiver, I hereby authorize the University of Montana Human Resource Services Payroll department to withhold the value of this tuition waiver from my final paycheck.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

### APPROVAL SIGNATURES REQUIRED:

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

The supervisor's signature indicates that the employee has agreed to make up 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 probationary period, if necessary.

Director/Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

\*\*\*\*\*

HRS Info: Employee's FTE: \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Financial Aid Office Info: Date: \_\_\_\_\_ Other Aid? Yes  No  Initials \_\_\_\_\_

## FACULTY/STAFF TUITION WAIVER

### Instructions

#### Important Notes

- You **MUST** be formally admitted to UM **and** register for any coursework. Merely completing this application does not register you for course work.
- If you leave employment at UM during the middle of a semester that you are using this tuition waiver, you may be required to pay the entire amount back.
- For every semester you are taking classes using this tuition waiver, a new application must be approved and submitted to HRS.

#### Qualifications & Eligibility

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

- Being a permanent employee (.75 FTE or greater) during registration, tuition payment, and throughout the period of enrollment.
- Completion of any union probationary period of employment is required *before* filing an application for tuition waiver or registering for courses.
- Approval signatures of employee's supervisor and Director/Dean must be on application.
- **NOTE: Use of this form is for regular UM courses only.** Tuition waivers do not apply to courses offered through the School of Extended Lifelong Learning (SELL) or the University Center.

#### What is Next?

- ✓ Deliver completed application (including all approval signatures) to Human Resource Services in Lommasson 252. If you have questions, please call 406-243-6766.
- ✓ Human Resource Services will forward the application to the Financial Aid office for processing.
- ✓ Please submit the application a minimum of five working days prior to your tuition payment.

#### Additional Information

It is possible that any federal aid may be reduced as a result of this tuition waiver.