



FACULTY/STAFF TUITION WAIVER APPLICATION

Academic Term Information

Academic Term (Fall/Spring/Summer): _____

Academic Year: _____

Employee Information

UM Employee ID (790#): _____

MUS campus where you are employed: _____

Name: _____

MUS campus where you will be taking classes: _____

Job Title: _____

REMINDER: You must be admitted to an MUS campus and register for coursework.

**** Please read the Information on Page 2. ****

Course Information

Course #	Credits	Course Description	Time	Days

Program Level Information

Please select the appropriate degree program level below. Select only one option.

Undergraduate Degree

Post-Bachelors

Graduate Non-Degree

Undergraduate Non-Degree

Graduate Degree

Employee Signature

In the event that I terminate employment with my MUS employer prior to completion of the course(s) for which I have been granted this Faculty/Staff tuition waiver, I hereby authorize my MUS employer 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 their probationary period, or is in their 2nd six-months of their employment contract.

Director/Dean Signature _____ Date _____

Printed Name _____

To be completed by Human Resource Services and Financial Aid

Employee's FTE: _____ Date _____ Initials _____

Financial Aid Office Info: Date: _____ Other Aid? Yes No Initials _____

FACULTY/STAFF TUITION WAIVER INSTRUCTIONS

IMPORTANT REMINDERS

- You **MUST** be formally admitted to an MUS campus and register for any coursework. Merely completing this application does not register you for coursework.
- If you leave employment during the middle of a semester you are using this tuition waiver, you will be required to repay the full tuition waiver amount.
- For every semester you are taking classes using this tuition waiver, a new application must be approved and submitted to the Human Resource Services department of the college where you are employed.

QUALIFICATIONS & ELIGIBILITY

The Montana Board of Regents has authorized your MUS employer to grant resident tuition waivers to employees under certain conditions. You may qualify if you meet the conditions of the [Board of Regents Policy](#) and the MUS requirements, which include:

- Being a permanent employee (.75 FTE or greater) during registration, at time of tuition payment and throughout the period of enrollment.
- Completion of any probationary period of employment or being in the 2nd six months of an employment contract prior to the beginning of the semester is required.
- Approval signatures of employee's supervisor and Director/Dean must be on application.
- It is possible that any federal aid may be reduced as a result of this tuition waiver.
- Employees in temporary positions are not eligible for the tuition waiver.
- **NOTE:** Use of this form is for regular MUS 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 FOR UM EMPLOYEES

1. Email a copy of the completed application (including all approval signatures) to AskHR@mso.umt.edu. If you have questions, please call 406-243-6766 or email AskHR@mso.umt.edu.
2. Human Resource Services will forward the certified application to the Financial Aid office of the MUS campus where you will be taking classes for further review and processing.
3. Please submit this application a minimum of 10 working days prior to your tuition payment.

FOR APPLICANTS NOT EMPLOYED BY THE UNIVERSITY OF MONTANA

1. Complete your application with required approval signatures of your supervisor and the Dean/Director from your department.
2. After you have acquired all necessary approval signatures, submit your application to the Human Resource Services office of your MUS employer. An HRS representative will review and certify your eligibility according to Board of Regents policy. They will then complete the HRS section at the bottom of the application.
3. Once your eligibility has been certified, you or the Human Resource Services office of your MUS employer will forward the document to the Financial Aid Office of the MUS college where you will be taking classes.
4. For further guidelines, contact the Financial Aid office at the MUS college where you will be taking classes.