



APPLICATION FOR TUITION WAIVER

University of North Dakota



Submit completed/signed form to Human Resources, Twamley Hall Room 313, Stop 8010
Reminder: Dependent/Spouse Waiver Applications are due no later than 30 days prior to the start of the semester.

I. INFORMATION BELOW TO BE COMPLETED BY EMPLOYEE				
EMPLOYEE NAME		EMPLOYEE ID #		DAYTIME PHONE
DEPARTMENT		CAMPUS STOP #	EMPLOYEE EMAIL ADDRESS	
EMPLOYER: <input type="checkbox"/> UND <input type="checkbox"/> OTHER _____				
AFFILIATED ORGANIZATION/NDUS INSTITUTION				
STUDENT FULL NAME		STUDENT DATE OF BIRTH		STUDENT ID#
WAIVER APPLIES TO (<i>Check one</i>)		STUDENT STATUS (Check one) *		TERM OF WAIVER (<i>Complete Yr & Check One</i>)
<input type="checkbox"/> Employee <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		Year: 20 ____ <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring
II. TUITION WAIVER REQUESTED THIS SEMESTER (<i>Please choose one</i>)				
<input type="checkbox"/> EMPLOYEE (Up to 3 classes per calendar year)				
1st Course	Dept	Title	Call #	Day/Time
2nd Course	Dept	Title	Call #	Day/Time
3rd Course	Dept	Title	Call #	Day/Time
<input type="checkbox"/> SPOUSE OR DEPENDENT - 50% TUITION WAIVER				
III. EMPLOYEE, SPOUSE AND/OR DEPENDENT SIGNATURES (<i>Employee signature required for all requests</i>)				
I certify that I have read and understand the Tuition Waiver policy: Employee: http://www.ndus.edu/policies/sbhe-policies/policy.asp?ref=2282 Spouse/Dependent: http://www.und.edu/tuitionwaiver/				
I authorize the release of any information, pertinent to decide eligibility for this request, to Human Resources, Payroll, Registrar's Office, and Student Account Services. In the case of a dependent/spouse tuition waiver request, I authorize release of information, pertinent to this request, to the employee. I understand that courses dropped after the 7th day of the term will count as a waived course.				
EMPLOYEE SIGNATURE (Required) _____			DATE _____	
SPOUSE OR DEPENDENT SIGNATURE _____			DATE _____	
* Attach a copy of Admission Acceptance Letter if a New Student				
IV. APPROVALS				
Supervisor Signature required for Employee Tuition Waiver Only:		Affiliated Org/NDUS Signature required for Non-UND employees only:		
Supervisor/Dept Head Name-please print		Affiliated Org./NDUS Institution Approval - please print		
Supervisor/Dept Head Approval Signature Date		Affiliated Org./NDUS Institution Signature Date		
FOR OFFICE USE ONLY				
Human Resources Approval Signature Date		<input type="checkbox"/> ELIGIBLE <input type="checkbox"/> INELIGIBLE _____		
Payroll Approval Signature Date		<input type="checkbox"/> ELIGIBLE <input type="checkbox"/> INELIGIBLE <input type="checkbox"/> ELIGIBLE IF FT STUDENT _____		
Registrar Approval Signature Date		<input type="checkbox"/> ELIGIBLE <input type="checkbox"/> INELIGIBLE _____		
Student Account Services Approval Signature Date		<input type="checkbox"/> ELIGIBLE <input type="checkbox"/> INELIGIBLE _____		



Checklist of Eligibility for Employee Tuition Waiver & Spouse/Dependent Tuition Waiver

This checklist identifies the information that administrative offices will review for tuition waiver eligibility.

**Submit completed/signed Application for Tuition Waiver form to:
Human Resources, Twamley Hall Room 313, Stop 8010.**

EMPLOYEE TUITION WAIVER:

Classes excluded from the Employee Tuition Waiver program include self supporting continuing education courses (correspondence and on-line studies). Internships, study abroad/exchange and other situations where the "tuition" flows to an outside entity are also excluded from this policy.

1. Human Resources:

- a. Application for Tuition Waiver form must have all necessary signatures.
 - UND employee must sign.
 - Employee's supervisor must sign.
- b. Must be able to verify UND employee will be actively employed as a regular (benefited) employee on the first day of the semester.

2. Registrar's Office:

- a. Must be admitted.
- b. If employee is a new student, a copy of Admission's Acceptance Letter must be attached to the Application for Tuition Waiver form.
- c. Has not reached the limit of 3 classes per calendar year.

3. Student Account Services:

- a. Employee does not have an overdue accounts receivable balance. (Charges of at least \$10.00 and 30 days past due.)

SPOUSE/DEPENDENT TUITION WAIVER:

Classes excluded from the Spouse/Dependent Tuition Waiver program include professional programs (Law and Medicine) and self supporting continuing education courses (correspondence and on-line studies). Internships, study abroad/exchange and other situations where the "tuition" flows to an outside entity are also excluded from this policy.

1. Human Resources:

- a. Must receive completed Application for Tuition Waiver form no later than 30 days prior to the start of the semester.
- b. Application for Tuition Waiver form must have all necessary signatures.
 - UND employee must sign.
 - Spouse or Dependent must sign.
- c. Must be able to verify UND employee will be actively employed as a regular (benefited) employee on the first day of the semester.

2. Payroll Office:

- a. Must be able to verify the Spouse/Dependent does qualify as a dependent according to NDPERS guidelines.
 - Spouse must be under a legally existing marriage between persons of the opposite sex.
 - Dependent children, unmarried, under the age of 26.
 - Dependent children, age 23 thru 25, must be a full-time student at an accredited institution. Must provide proof of full-time student status.
- b. If not currently on NDPERS Health Plan, must provide the following verification: Marriage license, birth certificate and/or legal documents to prove status.

3. Registrar's Office:

- a. Must be admitted.
- b. Must not be on academic probation.
- c. If Spouse/Dependent is a new student, a copy of the Admission's Acceptance Letter must be attached to the Application for Tuition Waiver form.

4. Student Account Services:

- a. Employee and Spouse/Dependent do not have an overdue accounts receivable balance. (Charges of at least \$10.00 and 30 days past due.)