

SOUTHERN UTAH UNIVERSITY
APPLICATION AND AUTHORIZATION FOR TUITION WAIVER
HALF-TIME BENEFIT-ELIGIBLE EMPLOYEE

Note: This form must be completed and turned in to the Human Resources office prior to or at the time of registration for verification of eligibility (eligibility determined by status of applicant as of the first day of the semester). See below for waiver eligibility requirements and policies.

1. Name of Employee _____ Phone # _____
2. T# _____
3. Work schedule _____
4. For _____ Semester _____
Fall, Spring, Daymaster, Summer Year
5. Department _____

Number of credit hours: (Limited to one class of 6 credit hours or less; must be outside of normal working hours)

Days and time of course(s) to be taken _____

PLEASE NOTE: SUU employees are subject to the same academic and registration policies that govern all students. Employees taking classes must maintain a GPA of 2.0 to remain in good standing. If an employee wishes to drop or withdraw from a class or classes, they must meet with an advisor in the Student Success Center to complete an appropriate withdrawal procedure.

Employee's Signature	Date
Immediate Supervisor's Signature	Date
Dean/VP/President's Signature	Date
Human Resources	Date

A. Group 2—Half-time Benefit Eligible Employees

1) Half-time benefit eligible* employees who are less than 0.75 FTE and greater than 0.50 FTE are eligible to receive a tuition and institutional student fee waiver for six (6) or fewer credit hours per semester. Classes must be taken outside of normal working hours.

*Benefit Eligible employees refer to individuals that are eligible for University fringe benefits (retirement, vacation, medical insurance, long-term disability, etc.).