

SOUTHERN UTAH UNIVERSITY

APPLICATION AND AUTHORIZATION FOR TUITION WAIVER

SPOUSE

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. Please note that any changes to the following (addition/deletion of courses, etc.) will require a new form to be completed.

1. Name of Spouse _____
2. T# _____ Phone# _____ For _____ Semester _____
Fall, Spring, Maymester, Summer Year
3. Name of SUU Employee _____
4. T-Number of SUU Employee _____

Spouse Signature Date

Employee Signature Date

Human Resources Signature Date

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

*** ELIGIBILITY REQUIREMENTS FOR FACULTY/STAFF TUITION WAIVERS:**

Subject: EDUCATION BENEFITS

A. Tuition Waivers for Spouses

*Tuition waivers are available to all employees who are currently employed for .75 FTE and greater, and to spouses of employees who meet the criteria listed above. Tuition and regular fees are waived for nine (9) or less credit hours per semester; any eligible employee or spouse who takes ten (10) or more credit hours per semester must pay full regular fees (only the tuition is waived) in accordance with the University catalog. Special fees are still assessed.

*This waiver program is available for all educational and general SUU credit courses including summer school and night school offerings. Non-credit or self-support classes are subject to all non-credit or self-support fees.

*The application and authorization for tuition waiver form must be obtained by the person receiving the waiver and appropriately signed and submitted to the University Human Resources Department at the beginning of each semester.

*An employee (and his/her spouse) who has formally retired at the age of 65 (normal retirement age) or older who was holding a position under full-time "contract" for nine (9) months or more at the time of retirement is eligible for tuition waiver under the provisions of this policy.