

**INSTRUCTIONS**

1. Ensure you meet the qualifications on the reverse side of this form then apply to the University as a non-matriculated student.
2. Complete all portions of this form.
3. Return this form to the Registrar's Office on or before the first day of the semester via the mySUU Secure File Sharing site at <https://my.suu.edu/secure/upload/group/registrar>.
4. Do not register for classes online! Your enrollment request will be processed the week prior to the beginning of classes to ensure surplus space is available. You will be notified by email if your enrollment is accepted.
5. Please note that you will be required to pay all program and course fees. You may do this within the mySUU Portal.

Office Stamp

 I am requesting a tuition exemption for: ☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ T-Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Name of school where employed: \_\_\_\_\_

Current License: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

**Purpose of Enrollment**
☐ Renewing a current license ☐ Obtaining a new license ☐ Enhancement to a current license ☐ Other: \_\_\_\_\_

**Application for tuition exemption is made for the following classes (limit two per semester):**

CRN	SUBJ	COURSE#	SECTION	CR

**Initial and date to certify the following:**

I am not a candidate for a master's or doctoral degree:

 \_\_\_\_\_  
*Initial* *Date*

I am not accepted into a licensure / certificate program:

 \_\_\_\_\_  
*Initial* *Date*

The requested class(es) are appropriate for re-licensure in my current professional assignment:

 \_\_\_\_\_  
*Initial* *Date*

I understand that if my enrollment is accepted and I decide not to attend, I must drop / withdraw from classes according to established deadlines to avoid failing grades or financial penalties. I also understand that if my enrollment is accepted, I will be billed for any course or program fees associated with these courses. For tuition purposes, additional classes taken beyond those that qualify for the tuition waiver will be billed at regular tuition rates according to the current tuition and fees schedule.

 \_\_\_\_\_  
*Signature*

 \_\_\_\_\_  
*Date*
**Principal Certification**

 I hereby certify that \_\_\_\_\_ Is currently employed in the Utah Public School  
Name of Applicant

System and is a licensed educator in good standing or has been issued a letter of authorization permitting such employment under Utah Code 53A-6-104, the board licensure section of the Education Licensure and Professional Practices act. The requested courses listed above satisfy professional development re-licensure requirements as determined by the State Board of Education and are appropriate for the applicant's current professional assignment.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To qualify for a tuition exemption for teachers, the following conditions must be met:**

**Educator:** an educator is a person currently employed in the Utah public school system who is a licensed educator in good standing or has been issued a letter of authorization permitting such employment under Utah Code 53a-6-104, the Board Licensure Section of the educator licensure and professional practices act.

**Licensure, Masters and Doctoral degree candidates:** Licensure, masters, and doctoral degree candidates are not eligible for the tuition exemption program due to the extensive involvement of faculty members in mentoring and counseling such candidates.

**Course of Study:** courses available for the tuition exemption program must meet the following criteria:

- The courses have been determined by the state board of education to satisfy the professional development requirements for educator re-licensure [53a-6-104(2)(b)(i)].
- The courses have **surplus space**. Any course whose total enrollment has reached the capacity determined by the instructor has no surplus space.
- **No more than 2 students in any course** may receive the tuition exemption regardless of course capacity.
- The courses are **subject to other enrollment restrictions**. Some classes may not be available because they are restricted to majors and/or require permission from the instructor or department.
- An educator may enroll in **no more than 2 courses per semester** as a tuition exempt educator.
- Tuition exempt enrollments will normally be filled by educators on a first come, first serve basis. However, in order to maintain optimum class size, educators exempt from tuition may be displaced (last in, first out) by regular tuition paying students who later register for the class.

#### **Additional information**

Applicants must be admitted as a non-matriculated student through the Southern Utah University Admissions Office before submitting the application for tuition exemption for teachers form to the Registrar's Office.

Students taking classes under this program are subject to university policies and deadlines including add/drop, withdrawal, and payment deadlines.

***\*Please note, the HB 211 waiver may not be combined with any other scholarship or waiver from Southern Utah University.***