

**FACULTY/STAFF TUITION WAIVER APPLICATION**

Term \_\_\_\_\_ Year \_\_\_\_\_ Job Title \_\_\_\_\_

NAME (print) \_\_\_\_\_

UM Employee ID (790#): \_\_\_\_\_

MUS campus where you are employed: \_\_\_\_\_

MUS campus where you are (or will be) taking classes: \_\_\_\_\_

**REMINDER: You must be admitted to an MUS campus and register for coursework.  
\*\* Please read the Information on Page 2. \*\***

Course #	Credits	Course Description	Time	Days

My status will be: (Check only one).

<input type="checkbox"/>	Undergraduate Degree	<input type="checkbox"/>	Graduate Degree
<input type="checkbox"/>	Undergraduate Non-Degree	<input type="checkbox"/>	Graduate Non-Degree
<input type="checkbox"/>	Post-Bachelor's	<input type="checkbox"/>	

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 2<sup>nd</sup> 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 \_\_\_\_\_

**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 2<sup>nd</sup> 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 WESTERN EMPLOYEES**

1. Deliver completed application (including all approval signatures) to Human Resource Services in James Short Building. If you have questions, please call 406-683-7031 or email [umw.hr@umwestern.edu](mailto:umw.hr@umwestern.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 WESTERN**

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, your application will be forwarded 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.