

THE UNIVERSITY of MONTANA WESTERN

FACULTY/STAFF TUITION WAIVER APPLICATION

Term _____ Year _____ Job Title _____

NAME (print) _____

UMW Employee ID (790#): _____

MUS campus where you are employed: _____

REMINDER: You must be admitted to the University of Montana Western and register for any 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 2nd 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 _____

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Instructions

IMPORTANT REMINDERS

- You **MUST** be formally admitted to UM Western 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 that 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 your Human Resource Services department.

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 University of Montana Western requirements, which include:

- Being a qualified 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 2nd six months of an employment contract prior to the beginning of the semester is required before filing an application for tuition waiver or registering for courses.
- 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 UM Western courses only. Tuition waivers do not apply to courses offered through Outreach or out-of-state tuition.

WHAT IS NEXT FOR UM Western EMPLOYEES

- ✓ Deliver completed application (including all approval signatures) to Human Resource Services in James Short Building. If you have questions, please call 406-683-7010 or email umw.hr@umwestern.edu or lori.broksle@umwestern.edu.
- ✓ Human Resource Services will forward the certified application to the Financial Aid office for processing.
- ✓ Please submit the 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, Dean/Director from your department.
2. After you have acquired all necessary approval signatures, your campus Human Resource Services 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 UM Western Financial Aid Office.