

**Faculty and Staff Tuition Waiver Application**

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**QUALIFICATIONS:**

*The Montana Board of Regents has authorized UM-WESTERN to grant tuition waivers to employees meeting the following qualifications:*

- Being a permanent employee (.75 FTE or greater) during registration, fee payment and throughout the period of enrollment.
- Enrolling in a regular college course (waivers do not apply to extension courses).
- Obtaining approval with the required signatures.

\*\*This tuition waiver waives the in-state tuition only. All other fees are the responsibility of the student. Any federal aid may be reduced as a result of the tuition waiver.

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**ENROLLMENT INFORMATION:** (employee is limited to one block course per semester during regular working hours, and not more than 7 credits per semester)

Name \_\_\_\_\_ SSN \_\_\_\_\_  
(Print)

Term \_\_\_\_\_ 20\_\_\_\_

Course #	Number Of Credits	Course Title	Time

My status will be (check only one):  
 Undergraduate Degree  
 Undergraduate Non-Degree  
 Post-Bachelor's Degree

I understand that the value of this tuition fee waiver is taxable income if my admission status is graduate, degree or non-degree.

I hereby authorize the Payroll Officer of UM-WESTERN to withhold from my paycheck the value of this tuition waiver in the event I terminate my employment with UM-WESTERN prior to completion of the course(s) for which I have been granted the waiver.

YOUR SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ Phone \_\_\_\_\_

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**APPROVALS REQUIRED:**

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Director/Dean: \_\_\_\_\_ Date \_\_\_\_\_

--The Dean or Supervisor's signature indicates that the employee had agreed to make up any time missed from work by the end of the semester, or use annual leave or leave without pay, and has arranged a satisfactory schedule to do so with the Dean or Supervisor. The fee waiver will waive up to 7 credits.

Personnel Office: Employee's FTE \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

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**FINANCIAL AID ACTION:**

Date Approved \_\_\_\_\_ Other Aid: YES NO Initials \_\_\_\_\_