

University Of Connecticut
UConn Health Center
DEPARTMENT OF HUMAN RESOURCES

UHP TUITION WAIVER PROCEDURES

POLICY: UHP Contract: Article 21.8, July 1, 2006-June 30, 2010.

The University shall provide a waiver of tuition (Registrar's Office) and a partial waiver of credit fees, equivalent to tuition, (College of Continuing Studies) for undergraduate and graduate courses on a space available basis. To qualify for a graduate waiver the UHP member must either be a matriculated student or the class must be work related.

- **The availability of space shall be determined as follows:**
 - *Students enrolling through the Registrar's Office (tuition based courses)*
Space availability will be determined on the first day of classes.
 - *Students enrolling through the College of Continuing Studies (credit based courses)*
Space availability will be determined on the second day of classes.
- The waiver applies to the Fall and Spring semesters **only**.
- The employee must be employed a minimum of 50%. The waiver will be prorated to the percent of employment above 50%.
- There is no credit limit under the waiver program.
- If the course(s) are taken during the employee's regular working hours, the Temporary Flexible Schedule (*Section IVb*) must be completed by the employee, and approved by the supervisor/manager of the employee.

SPECIFICALLY EXCLUDED:

- General University Fees, or any other fees.
 - Intersession, summer session, or laboratory classes.
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ROUTING PROCEDURES

1. University Employee completes Part I & II.
2. Instructor initials Part II.
3. The Registrar's Office or the College of Continuing Studies completes Part III at the time of registration.
4. Employee completes and signs Part IV.
5. Employee's supervisor/manager completes and signs Part V.

(UHP Employees: The supervisor signing must be at least one level outside of the UHP bargaining unit)

Note: Upon completion of Parts I through V, employee forwards the request to the Department of Human Resources for waiver approval on Part VI. It is the responsibility of the Department of Human Resources to forward the completed form to the appropriate offices.

**** Students may request a deferment of tuition through the Bursar's Office pending the tuition waiver approval. However, students are still responsible for paying other associated fees by the following deadlines:**

Undergraduate Students:	Fall Semester - August 1 st	Spring Semester – January 8 th
Graduate Students:	The 10 th day of the semester	

It is recommended that the completed Tuition Waiver Request form is submitted to Human Resources within two weeks of the beginning of the semester, but no later than by the deadline below to allow for timely processing.

Deadline: Fall Semester ~ October 1st
Spring Semester ~ February 14th

Direct Questions & Completed Waiver Requests to:

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