

Part IV. CERTIFICATION BY EMPLOYEE

A. Please select as appropriate:

- I am taking an undergraduate course(s)
- I am a matriculated graduate student;
- I am not a matriculated graduate student but the graduate course(s) I am taking are work related.

B. Are the course(s) job-related*: YES NO

***Job-Related Tests**

If the two part job-related test is satisfied and documented, graduate level courses taken by employees qualify for exclusion from income. Acceptable documentation would include the employee's supervisor signing section V stating that s/he agrees with the employee's certification that the course is job-related.

The job-related tests are not satisfied unless BOTH of the following tests are met.

FIRST, the educational assistance MUST MEET ONE of the following requirements:

- a. The education must maintain or improve skills required by the employee in his/her job.
- b. The education must meet the express requirements of the University imposed as a condition of retaining the job. Please note, the requirement must have a bona fide business purpose, and only the minimum education necessary for retention of employment, status or salary may be considered as undertaken to meet the employer's requirement.

SECOND, the educational assistance MUST MEET BOTH of the following requirements:

- a. The education cannot constitute a minimum educational requirement to qualify for obtaining employment.
- b. The education cannot lead to qualifying the individual for a new trade or business. Please note, a change in duties does not constitute a new trade or business if the new duties involve the same general work as is involved in the employee's present work.

If YES is selected, explain briefly:

C. Temporary Flexible Schedule Request (please check one)

- Not needed. (the course is not during my regular working hours)
- Requested. (the course is during my regular working hours)

CURRENT WORK SCHEDULE	REQUESTED WORK SCHEDULE
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Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____

D. Employee's Signature _____ Date _____

Part V. CERTIFICATION BY SUPERVISOR/MANAGER

My signature below indicates that I agree:

1) with the employee's representation of whether or not the course is job related as indicated above (*please check one*)

Yes No

2) with the employee's request for a temporary schedule change if one is requested (*please check one*)

Yes No N/A

Supervisor/Manager's Name _____
(print)

Supervisor/Manager's Signature _____ Date _____

The supervisor/manager signing off must be from the first level outside of the bargaining unit.

Part VI. CERTIFICATION BY THE DEPARTMENT OF HUMAN RESOURCES

Immediately following certification by the supervisor, student mails the form to the Department of Human Resources for approval.

This will verify that the above student is eligible for a _____ % waiver of tuition for the semester indicated.

Signature _____ Date _____

Routing Procedure

1. Employee completes Part I and Part II.
2. Instructor initials Part II.
3. The Registrar's Office or College of Continuing Studies completes Part III at the time of registration.
4. Employee completes and signs Part IV.
5. Employee's supervisor completes and signs Part V.
6. Upon completion of Parts I through V, employee forwards the request to the Department of Human Resources for final approval on Part VI. No waiver will be granted without this final sign-off. HR will forward the completed forms to the appropriate offices to complete the waiver process.

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

Undergraduate Students: Fall Semester - August 1st
Spring Semester – January 8th

Graduate Students: The 10th 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.

HR DEADLINE: Fall Semester October 1st
Spring Semester February 14th

DIRECT QUESTIONS & COMPLETED WAIVERS TO:

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