



TUITION WAIVER APPLICATION FOR EMPLOYEES

Name: _____

Hire Date: _____

Email Address: _____

Banner ID: _____

This application is only required if you prefer to have your waiver applied outside of the standard of 5 hours/Fall (\$1,114.25) and 5 hours/Spring (\$1,114.25). Please let us know how you would like the waiver applied by filling out the chart:

Semester	Standard Waiver	Adjusted Amount
Fall	\$1,114.25	
Spring	\$1,114.25	
Summer	\$0.00	

Guidelines:

- The Tuition Waiver Program is a benefit to each full-time employee and is effective after completion of six months of continuous permanent employment starting with the semester which begins after the six month waiting period is met. Six months of continuous permanent employment must occur prior to the tuition due date.
- **Requests to apply benefits outside of the standard application of 5 hours/Fall and 5 hours/Spring are due seven (7) days before the tuition due date. Late requests may be denied.**
- For Academic Year 2019/2020, the Employee Tuition Waiver benefit is equivalent to 10 undergraduate credit hours of general tuition. That amount is \$2,228.50 for the year.
- The waiver applies to general tuition only and does not include differential tuitions or fees.
- Application forms must be submitted through tuitionwaiverbenefit@uco.edu; paper applications are not accepted.

The tuition waiver benefit is not a guarantee—it is based on availability of budget allocations and may be cancelled or modified at any time. To learn more about the Tuition Waiver policy and guidelines, visit the [Policies and Procedures](#) in the HR Website.

Signature of Employee

Date