



WAIVER REQUEST

Tuition and Qualifying Non-Credit Course Fees

For Employees and Adjunct Faculty

Semester: Fall Spring Summer 20____(year)
 MAU: UAF UAA UAS SW

Waiver Type

- Employee/Disabled** – Regents’ Policy 04.06.010
- Emeritus Status / Layoff / Disability (per State retirement system)
- AFROTC (per AFROTC/Chancellor agreement)
- Adjunct Faculty** – Collective Bargaining Agreement 14.3

 Employee/Adjunct Faculty Name

 Employee ID

GENERAL RULES (see R04.06.010 on reverse side)

- Regular employees must have completed the 6 month probationary period for new hires to be eligible for tuition waiver.
- Waiver Request form must be turned in before payment. NO reimbursements will be made.
- Waiver covers **tuition ONLY**.
- Non-credit course charges are waived only for UA-approved courses.
- Fees are not covered by waiver (i.e., student activity fees, course lab fees, health center fees, technology fees, etc.). Fees are student’s responsibility and must be paid by the deadline.
- Employees must maintain the cumulative GPA specified in R04.06.010.J to be eligible for the tuition waiver.
- Tuition waived for graduate courses, i.e. 600 level, taken by a university employee or adjunct may be taxable to the employee/adjunct and included in the employee/adjunct’s W-2 as taxable income.

GRADUATE/UNDERGRADUATE COURSES

- Prior to this request, I have had _____ credit hours waived this academic year. (Fall through Summer, maximum of 8 per semester /16 per academic year. Adjunct Faculty: see Article 14.3). _____ Employee’s Initials
- Complete the following only if taking course(s) during your normal working hours, and obtain your supervisor’s written approval below:

CRN	Department	Course No.	Section	Course Title	Days	Hour/Time	No. of Credits	Graduate Course (Check if yes)
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>

UA-APPROVED NON-CREDIT COURSES

- Prior to this request, I have had _____ UA-approved non-credit course charges waived this academic year (Fall through Summer, maximum of 4 per semester / 8 per academic year). _____ Employee’s Initials For current listing, see <http://www.alaska.edu/hrtraining/>
- Complete the following only if taking UA-approved non-credit courses during your normal working hours, and obtain your supervisor’s written approval below:

Seminar/Workshop	CEUs, if any	Course Date(s)	Time

EMPLOYEE/ADJUNCT FACULTY CERTIFICATION OF ELIGIBILITY

I certify that I have completed the employment probationary period and am eligible for this Waiver Request. I understand that I am obligated to pay tuition or course charges if I am ineligible for the waiver. I understand that falsifying eligibility or other information on this request may result in disciplinary actions up to and including termination of my employment.

Employee/Adjunct Faculty Signature: _____ Phone # _____ Date: _____

TO BE COMPLETED BY EMPLOYEE’S SUPERVISOR if the employee’s attendance at a course will occur during their normal working hours. Supervisor’s prior approval is required before the employee submits this form.

Supervisor’s Signature: _____ Phone #: _____ Date: _____

PLEASE NOTE: Formal provisions, including but not limited to Regents' Policy, University Regulation and collective bargaining agreements (CBAs), determine the actual benefits that will be provided to employees. If the form content conflicts, the Policy, Regulation and CBA provisions will govern.

UNIVERSITY REGULATION 04.06.010 EMPLOYEE EDUCATION BENEFITS

Regular employees, spouses and dependents are authorized a waiver of course charges under the following conditions:

- A. Regular employees and their spouses and dependent children are eligible for education benefits as provided in this section after the employee has completed a six-month employment probationary period. Any waiver of the waiting period must be approved by the chancellor or president, as appropriate, and the Statewide Office of Human Resources.
- B. Eligible regular employees of the university may have tuition waived for up to sixteen credit hours per academic year with a maximum of eight credit hours per semester.
- C. Eligible regular employees may have course charges waived for up to four university-approved non-credit courses in each semester, not to exceed eight non-credit courses per academic year. Prior to the start of each academic term, the list of university-approved non-credit courses will be provided by the Statewide Office of Human Resources.
- D. Notwithstanding subsections A and B of this section, eligible regular employees with an employment contract with the university for the following academic year, but who are off contract during the summer, may have up to sixteen graduate or undergraduate course credit hour charges waived per summer session. Such employees may have up to eight non-credit courses waived from a UA-approved list per summer session. The employee's tuition waivers shall not exceed sixteen credit hours and eight non-credit courses per academic year.
- E. An academic year begins with the fall semester and ends with the summer term.
- F. Eligible regular employees may take up to three credit hours during working hours with prior written approval by the supervisor, without having to make up the time if, in the opinion of the supervisor, the coursework will be of direct benefit to the university.
- G. Eligible regular employees may take university-approved non-credit courses during working hours with prior written approval by the supervisor. Employees are not required to make up the time for their attendance at university-approved non-credit courses.
- H. Eligible regular employees may attend credit courses that do not directly benefit the university during working hours with prior written approval of the supervisor. The employee shall use accrued leave or make up lost work time through a flexible work schedule requested through and approved by the supervisor.
- I. Spouses and dependent children under the age of 24 of eligible regular employees may have course credit hour tuition waived as provided in this section.
- J. Employees, spouses and dependent children must maintain a 2.0 or better cumulative GPA to be eligible for undergraduate education benefits. Employees, spouses and dependent children must maintain a 3.0 or better cumulative GPA to be eligible for graduate level education benefits. Grade appeals will be reviewed in accordance with the procedures for challenges to academic decisions set forth in university regulation and MAU rules and procedures.
- K. Employees who qualify for education benefits through their employment status are not eligible for education benefits as an employee's spouse or dependent child.
- L. An individual who qualifies for permanent disability during his/her regular employment under the University of Alaska's long-term disability plan will have course credit hour charges waived for a period of three academic years following qualification.
- M. An employee who has included university coursework as part of an approved leave of absence is entitled to the same education benefits as a regular employee.
- N. Education benefits cease upon termination of employment except for those courses in which the employee, spouse or dependent child is currently enrolled and classes are in session at the time of termination.
- O. An employee is responsible for any tax liability generated from employee education benefits.
- P. Tuition and course charges will not be waived for the following:
 - 1. Self-support course charges, except for non-credit university-approved courses taken by employees;
 - 2. Course charges for non-credit courses for spouses and dependent children of employees;
 - 3. 500 level courses; and
 - 4. Year-long courses.
- Q. For a student enrolled in the WWAMI Medical Program, a tuition waiver may be used only for University of Alaska-provided coursework.

(12/6/12)

ADJUNCT FACULTY EDUCATIONAL BENEFITS COLLECTIVE BARGAINING AGREEMENT 14.3

- 1. A unit member will earn a three credit tuition waiver in each semester of teaching. The waiver may be used by the unit member, his/her spouse, or dependent child under the age of 24, for graduate or undergraduate credit hour charges (tuition). Educational benefits provided in this Article are available to be used for courses on the same basis as may be used by other university employees.
- 2. A unit member must promptly apply for and document eligibility for the waiver prior to fee payment, and no refund of paid tuition will result from the application of this provision.
- 3. An adjunct may accrue tuition waivers earned in accordance with this provision up to a maximum of 21 credits. Banked waivers shall expire 24 months after the unit member's last assignment in the bargaining unit represented by United Academics – Adjuncts or upon employment in another class of employment eligible for tuition waiver.
- 4. Once expired, a tuition waiver is not reinstated by subsequent employment.