**TUITION WAIVER REQUEST FORM (for classes taken at UMW)  
Please read the policy (that includes instructions) found at** [**http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=96CGR445015F**](http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=96CGR445015F)**.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Status:Full-time □ Wage/Hourly/Part time □ Hire Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request tuition waiver to take \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ credits.

(number) (Grad or Undergrad)

Course title(s) and Section nos.. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The class meets on

(date) (date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_.

(day of week) (start time) (end time)

**Terms of Agreement (Pay Withholding for Non-Compliance):**

|  |
| --- |
| I understand that this policy covers only the cost of tuition for 16 credits per calendar year, comprehensive fees and laboratory fees associated with coursework. All other fees, including books, application fees, processing fees and/or material costs are not waived under this policy. I understand I am liable for the total cost of the course(s) if I fail to obtain all necessary approvals. The waiver will be applied to my account after all approvals have been made. |

I will be required to repay the University the full amount if:

               - I do not receive at least a grade of "C" in the course (or "Pass" if the course if offered as a pass/fail)  
               - I fail to submit evidence of course completion with 30 days of semester end  
               - I drop the course after the financial deadline for 100% reimbursement (refer to "Guide to Registration")  
               - I voluntarily cease employment with UMW during the term of the course or prior to one year after receipt of payment

By signing this agreement I certify I have read and understand the terms of this policy and authorize the UMW Payroll Office to withhold the cost of tuition and all fees for the course(s) involved from my salary or wages.  It may also result in collection proceedings.

***(Please note that should the amount paid in a single year exceed the IRS limit of $5,250, the employee will be responsible for income tax on the difference between the amount paid by UMW and $5,250, to be paid by payroll deduction.)***

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals:**

The employee’s performance is satisfactory or at least at the “partially achieved” or “contributor” level.

Supervisor\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*I have attached employee’s MyTime report of hours for the past year to support the average 20 hour per week requirement for wage employees only.

Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AVP For Finance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_