Faculty/Staff Tuition Waiver Form

Complete the following form to begin registration. A separate form must be presented for each term. Present the form no sooner than 60 days before the first day of class. Return the original form, signed by your supervisor, to the Bursar's Office Student Billing Department, attention Faculty/Staff Benefit Coordinator. No faxes, please.

University of Colorado at Boulder

Bursar's Office
Student Billing Department
43 UCB, Boulder, CO 80309-0043
Phone: (303) 492-5381
http://www.colorado.edu/bursar

Date / / Employee ID Employee Student ID Number

Last Name M.I. First Name

Job Title: _____ Employment Classification: ○ Faculty ○ Staff

Employee E-mail: _____ Employee Campus Phone: _____

Dept.: _____ Dept. Address/Campus Box: _____

Intended job relevant course(s) _____

Indicate Percentage of Full-time Appointment:

○ 01-16% Eligible for 1 credit hour ○ 34-50% Eligible for 3 credit hours ○ 67-99% Eligible for 5 credit hours
○ 17-33% Eligible for 2 credit hours ○ 51-66% Eligible for 4 credit hours ○ 100% Eligible for 6 credit hours

Campus of employment: ○ UCB

Term: ○ Spring ○ Fall ○ Summer Term M ○ Summer Term B ○ Summer Term (E, F, I, undecided) ○ Summer Term A, C, or D

Use this table to determine which application to submit with this form.

STUDENT STATUS	DEGREE STATUS	APPLICATION
New Student (has not taken university classes)	Degree-seeking	Admissions Application
	Nondegree-seeking	Nondegree Application
Continuing Student (has taken classes but not in the previous term)	Degree-seeking	Re-admit Application
	Nondegree-seeking	Nondegree Application
Current Continuing Student	Degree and Nondegree	Tuition Waiver Form Only

The State of Colorado Fiscal Rule 2-8-04 allows the University of Colorado to participate in a tuition benefit program for permanent, full-time employees of the university. Eligible employees can waive up to six credit hours per academic year depending on their full-time employee status. Status will be verified on PeopleSoft through this office. An academic year begins with the summer term. Only courses that benefit the state and enhance the employee's performance can be approved.

SUPERVISOR: In order for employee to receive the tuition benefit, the course(s) must be job related or career enhancing. Your signature certifies compliance with this requirement.

Employee's Supervisor (please print): _____

Supervisor Signature: _____ Date: _____

FOR OFFICE USE ONLY

Sent to Admissions: _____ Completed SIS: _____ Sent to Registrars: _____ Other: _____