

# TUITION WAIVER REQUEST

PLEASE RETAIN A COPY FOR YOUR RECORDS

JNACC 101.08

\_\_\_\_\_ semester \_\_\_\_\_ year

\_\_\_\_\_ employee ID

\_\_\_\_\_ employee name

\_\_\_\_\_ applicant name (dependent/spouse/domestic partner)

### WAIVER TYPE

Employee/Disabled: Regent's Policy 04.06.010

Spouse/Domestic Partner

Dependent

Adjunct Faculty: Collective Bargaining Agreement 14.2

Spouse/Domestic Partner

Dependent

Senior Citizen: Regent's Policy P05.10.08.B

Regent's Policy and Regulations: [www.alaska.edu/bor](http://www.alaska.edu/bor)

## COURSES WAIVED

department	course no.	course title	days	hours	credits	taxable*
_____	_____	_____	_____	_____	_____	for graduate courses only <input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N

### ADJUNCT FACULTY CRITERIA

Tuition waiver credits are granted at the rate of up to three (3) per semester. Tuition waivers are to be used for courses on the same basis as may be used by other University Employees if the following conditions apply:

1. The contract must be for teaching a course(s) for credit.
2. The waiver is for tuition only. The individual using the waiver is responsible for the payment of all other associated course and student fees.
3. Members of the Adjunct Faculty union may accrue tuition waivers (maximum 12 credits.) Waivers expire 12 months after their last assignment.

### \* DETERMINATION OF TAXABILITY

Tuition waived for graduate courses (i.e., 600 level) taken by a university employee, his/her spouse/domestic partner or dependent(s) is **taxable to the employee and will be included in the employee's W-2 as taxable income.**

## EMPLOYEE STATEMENT OF ELIGIBILITY

The below-signed employee certifies that he/she is eligible, under current university policy, for the tuition waiver that is requested and agrees to take full responsibility for tuition charges should it be determined that he/she is not eligible for this waiver. If the waiver is requested for the employee, \_\_\_\_\_ credits were waived during the current academic year (fall through summer semesters, maximum of 12 credits). If the waiver is for a dependent, the employee certifies that he/she is under 24 years of age.

"I understand that eligibility for a tuition waiver requires that I must be an active employee as of the first day of class."

\_\_\_\_\_ employee signature \_\_\_\_\_ phone no. \_\_\_\_\_ date

## EMPLOYER VERIFICATION OF ELIGIBILITY

Y  N Applicant has tuition waiver eligibility under layoff status  Department head approval for course(s) taken during working hours

The below-signed supervisor certifies that the employee listed above and/or dependent/spouse/domestic partner is eligible for this tuition waiver.

\_\_\_\_\_ supervisor signature \_\_\_\_\_ phone no. \_\_\_\_\_ date

## SENIOR CITIZEN CERTIFICATION OF ELIGIBILITY

Waiver is valid on a "space available" basis only, when courses can accommodate seniors in addition to regularly enrolled students.

"I certify that I am an Alaskan resident, age 65 or older."

\_\_\_\_\_ applicant signature \_\_\_\_\_ phone no. \_\_\_\_\_ date