



**EMPLOYEE TUITION WAIVER/REQUEST TO ENROLL IN A COURSE(S)**

Completed forms must be submitted by July 1<sup>st</sup> for fall semester and December 1<sup>st</sup> for spring semester. Space available will be determined on August 1<sup>st</sup> for fall semester and December 31<sup>st</sup> for spring semester.

**SECTION A: To be completed by employee**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Are you enrolling in a degree program at Unity College:  Yes  No  
If yes, you must complete the college application process.

I wish to enroll in the following course(s) for (check one):  Fall  Spring  May Semester  
Year: 20\_\_

Course #:	Course Title:	Day/Time:

*My signature below validates: I have confirmed the course schedule and understand that, if approved, I may take up to 2 courses but only 1 course may be taken during my normally scheduled work hours; I have read the tuition waiver policy; I understand that I am responsible for paying for all fees that are not waived by the college as outlined in the policy. I possess a high school diploma or equivalent.*

\_\_\_\_\_/\_\_\_\_\_  
Employee/Board Member Signature Date

**SECTION B: To be completed by Supervisor:**

I have reviewed the days/times of the course(s) and verify that the employee currently works full time and  
 one of the course(s) meets during work hours; course title: \_\_\_\_\_  
 No course(s) meet during work hours and therefore will not interfere with their work hours

*My signature below gives permission for the employee to enroll in the above course(s) (limit 2/semester)*

Supervisor: \_\_\_\_\_/\_\_\_\_\_  
Signature Date

**SECTION C: To be completed by Director of Human Resources:**

The above-named individual in Section A is:

- a full time employee who has been employed full time for at least one continuous year or
- a Board member with at least one year of continuous service.

Director of Human Resources: \_\_\_\_\_/\_\_\_\_\_  
Signature Date

Over ----->

**EMPLOYEE TUITION WAIVER/REQUEST TO ENROLL IN A COURSE(S)** *(continued)*

**SECTION D: To be completed by the Financial Aid Office:**

- The employee/board member has met with me to determine ineligibility for financial aid for the current academic year, or
- I verify this individual is applying for financial aid.
- I verify that this individual is exempt from applying for financial aid.

Financial Aid Office: \_\_\_\_\_ / \_\_\_\_\_  
Signature Date

**SECTION E: To be completed by Registrar:**

The employee/board member is:

- cleared to register in the course(s) listed above, or
- not cleared to register in the course(s) listed above *(initial approval/disapproval above)*

Registrar: \_\_\_\_\_ / \_\_\_\_\_  
Signature Date

*Attachment: Tuition Waiver policy*

Final approved copies sent to: Student Accounts, Human Resources

*Rev. 9/23/2011*

## Unity College Tuition Waiver Policy

The Unity College tuition waiver program is a benefit for eligible employees, their spouses, and their qualified dependents. As a proponent of education, Unity College encourages eligible employees to take advantage of this benefit. Below is the process and procedures that employees, their spouses and dependents will need to follow in order to take full advantage of this benefit. Due to the time-sensitive nature of this process, any delay in meeting any of the steps or deadlines set forth in this policy may hinder timely participation in the program.

**Employees:** Regular, full-time employees, after the completion of one year of continuous employment, may enroll in courses at Unity College tuition-free subject to the following conditions: you may take up to two courses per semester tuition-free, and only one course may be taken during work hours. Any hours used for attending classes shall not be considered time worked for the purposes of overtime. Tuition will be waived provided there is space available in the class, you have approval from your supervisor, and you meet the prerequisites of the course.

The deadline for submitting a completed Employee Tuition Waiver form is July 1<sup>st</sup> for the fall semester and December 1<sup>st</sup> for the spring semester. Space available will be determined on August 1<sup>st</sup> for the fall semester and December 31<sup>st</sup> for the spring semester.

For employees not enrolling in a degree program there is no charge for enrollment, the technology fee or student activity fee. However, employees will pay all other fees such as course fees, books, and course materials.

Employees who wish to enroll in a degree program must apply to the Admissions Office and follow the procedures for all entering students. Employees enrolling in a degree program must either apply for financial aid or make an appointment to meet with the Director of Financial Aid. Employees enrolled in a degree program will be charged the technology fee and student activity fee; however, the application fee and enrollment fee will be waived. Employees will also be responsible for other fees such as course fees, books, and course materials. Any federal and/or state grant award will be used to defray costs of directly billed charges such as course fees, books, and course materials purchased in the Unity College bookstore. The tuition waiver will be reduced by the remaining amount of federal and/or state grant awards after directly billed items have been deducted.

No regular, full-time employee may be a full-time student (12 credits or more) working toward a degree at Unity College. Regular, full-time employees may take a maximum of 6 credits per semester.

To enroll in a course, an employee must obtain an *Employee Tuition Waiver/Request to Enroll in a Course(s)* form from the Human Resources Office, or download the form from the Unity College website. It is the employee's responsibility to complete the form, sign it, and take it to the appropriate offices for signatures (starting with their supervisor, Human Resources Office, etc.). The completed form with all signatures must be finally submitted to the Registrar's Office to complete the request process. (If any of the approval signatures are not on the form, the process will not proceed).

The Registrar's Office will distribute copies of the completed form to all pertinent departments.

**Dependents:** Dependents of regular, full-time employees who have one year of full-time, continuous employment are eligible to apply for a tuition waiver. A dependent is deemed to be an employee's spouse, or an employee's child who qualifies as an IRS dependent. The deadline for submitting a completed Dependent Tuition Waiver form is July 1<sup>st</sup> for the fall semester and December 1<sup>st</sup> for the spring semester.

Space available will be determined on August 1<sup>st</sup> for the fall semester and December 31<sup>st</sup> for the spring semester.

A dependent of an employee, not enrolling in a degree-program or not approved for admission may enroll as a Special Student (see the current College catalog for the definition of Special Student) following the procedures outlined in the current College catalog. Since a student must be enrolled in a degree program to qualify for financial aid, the signature from the Financial Aid Office will not be required on the form. A dependent of an employee not enrolled in a degree program at Unity College may take one course per semester up to a maximum of 15 credits under the tuition waiver benefit. Dependents wishing to take more than 15 credits must go through the admissions process for acceptance to the college and enroll in a degree program.

Special Students not enrolling in a degree program are not charged the enrollment, technology fee or student activity fee. Special Students will be charged all other fees such as course fees, books, and course materials.

Dependents who wish to formally enroll in a degree-granting program must apply to the Admissions Office and follow procedures for all entering students. The application fee is waived for dependents. All other fees charged to incoming students are applicable (i.e. enrollment, technology fee, and student activity fee, etc.).

If a dependent is deemed eligible for financial aid, any federal and/or state grant award will be used to help defray costs of directly billed charges such as course fees, books, and course materials purchased in the Unity College bookstore. The tuition waiver will be reduced by the remaining amount of federal and/or grant awards after directly billed items have been deducted.

For a dependent to enroll in a course, the employee or dependent must obtain a *Dependent Tuition Waiver/Request to Enroll in a Course(s)* form from the Human Resources Office, or download the form from the Unity College website.

It is the employee's responsibility to complete the form with the dependent, sign it and have the dependent sign it, and take it to the appropriate offices for signatures. The employee will be required to submit to the Human Resources Office a copy of the IRS Form 1040 to verify dependency of children enrolling. The completed form with all signatures must be finally submitted to the Registrar's Office to complete the request process. (If any of the approval signatures are not on the form, the process will not proceed).

The Registrar's Office will distribute the copies of the completed form to all pertinent departments.