UHP TUITION WAIVER PROCEDURES

POLICY: UHP Contract Article 21.8

The University shall provide a waiver of tuition or a partial waiver of credit fees, equivalent to tuition, for undergraduate and graduate courses on a space available basis. To qualify for a graduate waiver the UHP member must either be a matriculated student or the class must be work related.

- The availability of space shall be determined as follows:
  - Students enrolling in tuition based courses – Space availability will be determined on the first day of classes.
  - Students enrolling in credit based courses – Space availability will be determined on the second day of classes.

- The waiver applies to the Fall and Spring semesters only.

- The employee must be employed a minimum of 50%. The waiver will be prorated to the percent of employment above 50%.

- There is no credit limit under the waiver program.

- If the course/s are taken during the employee’s regular working hours, Section IVb of the Temporary Flexible must be completed by the employee, and approved by the supervisor/manager of the employee.

SPECIFICALLY EXCLUDED:

- General University Fees, or any other fees.

- Intersession, summer session, or laboratory classes.

ROUTING PROCEDURES

1. University Employee completes Part I & II.
2. Instructor initials Part II.
3. The Registrar’s Office completes Part III at the time of registration.
4. Employee completes and signs Part IV.
5. Employee’s manager completes and signs Part V.

Note: For UHP Employees: The supervisor signing must be at least one level outside of the UHP bargaining unit

Upon completion of Parts I through V, employee submits the request to the Department of Human Resources for waiver approval on Part VI. It is the responsibility of the Department of Human Resources to forward the completed form to the appropriate offices.

Students may request a deferment of tuition through the Bursar’s Office pending the tuition waiver approval. However, students are still responsible for paying other associated fees by the following deadlines:

Undergraduate Students: Fall semester – August 1 Spring semester – January 8
Graduate Students: The first day of Graduate School classes

It is recommended that the completed Tuition Waiver Request Form is submitted to Human Resources within two weeks of the beginning of the semester, but no later than by the deadline below to allow for timely processing.

Deadlines: Fall semester – October 1 Spring Semester – February 14

Submit Completed Waiver Requests to: Department of Human Resources Benefits Unit, Mail Code 4035
For Questions: 860-679-2426

Revised: 3/26/14, 5/13/16