

# TUITION WAIVER EXEMPTION/WAIVER GUIDELINES

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## **ONLINE ELECTRONIC TUITION WAIVER (eTUITION WAIVER)**

### **Staff (Full-time) and Faculty (Full-time)**

These individuals are eligible for twelve (12) credit hours per semester. The Exemption/Waiver covers both resident and non-resident tuition cost and student fees. **These individuals are required to pay lab fees, class fees, off-site usage fees, and any other expenses before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

**Authorization:** The Department Supervisor **verifies eligibility** and approves the online exemption/waiver form. Individuals wishing to take courses during regular work hours will need written approval from their immediate supervisor. Refer to the Tuition Benefit for additional restrictions and exemptions.

### **Staff Dependent and Faculty Dependent**

Eligible individuals include a legal spouse or domestic partner and dependents (natural or legally adopted children under the age of twenty-six (26), including the children of an employee's domestic partner, and the children for whom the employee has legal guardianship) are eligible to receive an Exemption/Waiver that will pay resident or non-resident tuition cost for classes. There is no restriction as to time or number of hours. **These dependents are required to pay student fees and special fees such as laboratory fees, off-site usage fees, and any other expenses before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

**Authorization:** The Department Supervisor **verifies eligibility** and approves the online Exemption/Waiver form.

## **PAPER FORM TUITION WAIVER GUIDELINES**

### **Adjunct Faculty**

Adjunct faculty are allowed an Exemption/Waiver for themselves **AND** for one dependent. One class per semester, not to exceed six (6) credit hours. Resident or non-resident tuition cost is waived but adjunct faculty **are required to pay student fees and special fees such as laboratory fees, off-site usage fees, and any other expenses before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances. Classes taken should not be taken during the employee's scheduled hours of work.

**Eligibility:** Adjunct Faculty must have finished teaching their first semester and have an active teaching assignment for the semester for which the Exemption/Waiver is being submitted. An active teaching assignment during the summer semester is not required.

**Authorization:** The Associate Dean **verifies eligibility** and signs the Exemption/Waiver form.

### **Part-Time Hourly Employees**

Part-time hourly employees are allowed an Exemption/Waiver for themselves One class per semester, not to exceed six (6) credit hours. Resident or non-resident tuition cost is waived but part-time staff **are required to pay student fees and special fees such as laboratory fees, off-site usage fees, and any other expenses before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances. Classes taken should not be taken during the employee's scheduled hours of work.

**Eligibility:** Part-time hourly employees are eligible after two years of consecutive employment. Work Study employees do not qualify for a tuition benefit.

**Authorization:** The Human Resources Benefits Department **verifies eligibility** and signs the Exemption/Waiver.

### **Retirees and Retiree Dependents**

Retirees of the college and their dependents may register for classes without restriction as to time or number of hours. Resident or non-resident tuition cost is waived but **retirees and dependents of retirees are required to pay student fees and special fees such as laboratory fees, off-site usage fees, and any other expenses before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

**Eligibility:** Retirees of the college and their dependents are eligible if the retiree has completed ten (10) or more years of continuous full-time service immediately before retirement.

**Authorization:** The Human Resources Benefits Department **verifies eligibility** and signs the Exemption/Waiver.

### **Board of Trustees' Members and SLCC Assistant Attorney General**

These individuals are eligible for twelve (12) credit hours per semester. The Exemption/Waiver covers both resident and non-resident tuition and student fees. **These individuals are required to pay lab fees, class fees, off-site usage fees, and any other expenses before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

Authorization: The Human Resources Benefits Department **verifies eligibility** and signs the Exemption/Waiver.

### **Board of Trustees Dependent and SLCC Assistant Attorney General Dependents**

Eligible individuals include a legal spouse or domestic partner and dependents (natural or legally adopted children under the age of twenty-six (26) including the children of a domestic partner, and the children for whom the employee has legal guardianship) are eligible to receive an Exemption/Waiver that will pay resident or non-resident tuition cost for classes. There is no restriction as to time or number of hours. **These dependents are required to pay student fees and special fees such as laboratory fees, off-site usage fees, and any other expenses before the tuition due date.** Late fees and collection fees will apply to accounts with delinquent balances.

Authorization: The Human Resources Benefits Department **verifies eligibility** and signs the Exemption/Waiver.

### **Workforce Training & Continuing Education Courses**

Continuing education courses taken for credit are included, provided the minimum enrollment for the class is met. The Workforce Training & Continuing Education sets minimum enrollment levels.

For noncredit continuing education courses, a 20 percent tuition discount is offered for eligible persons.

Courses offered in partnership with a third-party vendor may not be eligible. Contact Workforce Training & Continuing Education, 801-957-5200, for information.

**Employees should follow scheduled payment deadlines to avoid late fees and penalties. The form "Request for Tuition Exemption/Waiver" must be filled out completely before it can be processed.**

**For a complete explanation of this staff and faculty benefit, please refer to the policy: [Tuition Benefits](#)**

# REQUEST FOR TUITION EXEMPTION/WAIVER



\_\_\_\_\_  
Semester

\_\_\_\_\_  
Year

## EXEMPTION/WAIVER CATEGORIES (Check Only One)

*(If Dependent, also Give Name and ID # of Dep.):*

- |  |   |
|--|---|
| <input type="checkbox"/> Staff – Full Time (use eTuition Waiver)<br><input type="checkbox"/> Faculty – Full Time (use eTuition Waiver)<br><input type="checkbox"/> Adjunct Faculty<br><input type="checkbox"/> Staff – Part Time*<br><input type="checkbox"/> Retired 10+ Years Faculty/Staff*<br><input type="checkbox"/> Board of Trustees*<br><input type="checkbox"/> SLCC Ass't Attorney General* | <input type="checkbox"/> Staff Dependent – Full Time (use eTuition Waiver)<br><input type="checkbox"/> Faculty Dependent – Full Time (use eTuition Waiver)<br><input type="checkbox"/> Adjunct Faculty Dependent<br><input type="checkbox"/> Retired 10+ Years Faculty/Staff Dependent*<br><input type="checkbox"/> Board of Trustees Dependent*<br><input type="checkbox"/> SLCC Ass't AG Dependent* |
|--|---|

\_\_\_\_\_  
Last, First Name of Employee

\_\_\_\_\_  
Banner ID Number

\_\_\_\_\_  
Last, First Name of Dependent

\_\_\_\_\_  
Dept./Division and Mail Stop

\_\_\_\_\_  
Daytime Phone #

\_\_\_\_\_  
Student ID # of Dependent

### COURSE INFORMATION

CRN	SUBJ	CRSE NO.	SEC NO.	Credit Hours	Course Title	Day or Evening	Class Hrs Per Week
Total Credit Hours					Total Class Hours Per Week		

I have read the Tuition Exemption/Waiver Instructions. The information provided above is complete and accurate. I certify that I, or my dependent, qualify for the Tuition Exemption/Waiver requested.

\_\_\_\_\_  
Employee/Applicant Signature  
*(Dependents do not sign)*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Signed

All Tuition Exemption/Waiver forms require the signature of the Supervisor/Division Chair or the HR Benefits Manager if the applicant is an SLCC retiree or part-time staff.

\_\_\_\_\_  
Supervisor/Division Chair/  
\*HR Benefits Manager Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Signed

### Revenue Services Department Use Only:

\_\_\_\_\_  
First and Last Name of Processor

Amount of Exemption/Waiver            \$ \_\_\_\_\_

\_\_\_\_\_  
Date Posted to Banner

Amount of Fees to be Paid by Student: \$ \_\_\_\_\_