UAS UNIVERSITY OF ALASKA SOUTHEAST

Print Reset Form

TUITION WAIVER REQUEST

PLEASE RETAIN A COPY FOR YOUR RECORDS

JNACC | 06.05

Select | 20

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 05.10.01(E)(3)

Regent's Policy and Regulations: www.alaska.edu/bor

COURSES WAIVED

department	course no.	course title	days	hours	credits	taxable* (for graduate courses only)
						☐ Y ☐ N
						☐ Y ☐ N
						☐ Y ☐ N
						☐ Y ☐ N
						☐ Y ☐ N

ADJUNCT FACULTY CRITERIA

A tuition waiver of up to three (3) credit hours may be granted to an adjunct faculty member **OR** his/her spouse/domestic partner **OR** dependent under the age of 24 (i.e., 3 credit hours per semester per adjunct faculty member and family) if the following conditions apply:

1. The adjunct must have a current contract for the semester that corresponds to the tuition waiver.
2. The contract must be for teaching a course(s) for credit.
3. The waiver is valid only on a "space available" basis. It cannot be used to waive the tuition for any class that was full or had a wait-list on the first day of class **OR** the date the student paid, whichever was later.
4. The waiver is for tuition only. The individual using the waiver is responsible for the payment of all other associated course and student fees.
5. 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.** The only exception is for graduate tuition waived for work related courses taken be a university employee. The definition of "work related" is courses taken to maintain or improve skills required for the present position of employment. *(NOTE: If the university employee's spouse/domestic partner or dependent(s) has a graduate tuition waver and the graduate classes are work related to the spouse/domestic partner or dependent(s), the waived amount is included in the university 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 Graduate courses are work related

☐ Y ☐ N Applicant has tuition waiver eligibility under layoff status

☐ **Department head approval if graduate course(s) are work related**

☐ **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 waver.

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 60 or older."

applicant signature | phone no. | date