

SOUTHERN ADVENTIST UNIVERSITY

EMPLOYEE REQUEST FOR TUITION-WAIVED CLASSES

Name of Employee: (Please Print) _____ ID # _____ Today's Date _____

Name of Person Taking Course: (Please Print) _____ ID # (if it differs from above) _____

Employing Department: _____ School Year _____ CIRCLE Semester: Fall Winter Summer

See Records to Register for Courses; registration is required separate from and in addition to this form.

NAME OF COURSE	CIRCLE Adult Degree Module (if applicable)	COURSE NUMBER	CREDIT HOURS	CIRCLE DAYS THE CLASS MEETS
_____	1 st Mod or 2 nd Mod	_____	_____	M T W T H F or Online
_____	1 st Mod or 2 nd Mod	_____	_____	M T W T H F or Online

I understand that regularly employed full-time and part-time faculty and staff may enroll in university courses for undergraduate or graduate tuition-waived classes, for a maximum of twelve (12) credit hours per fiscal year for full-time employees and six (6) credit hours per fiscal year for part-time (20+ hrs. /wk.) employees (for this policy only the fiscal year is May 1-April 30).

Employees enrolled in semester courses, up to four (4) hours can be taken in the Fall and Winter semesters and six (6) tuition-waived hours can be taken in the Summer provided the supervisor agrees to the schedule and space is available after all tuition paying students have been accommodated

Employees enrolled in module courses (for example, ADC eight week courses), up to six credit hours may be taken during each of the Fall and Winter Semesters; not to exceed one course at a time and not to exceed the 12 credit hours for full-time or 6 credit hour for part-time employees per fiscal year.

Tuition waivers do not apply for private music lessons, student teaching, courses requiring individualized faculty direction, laboratory costs, and/or other costs and fees which are charged in addition to tuition. I further understand that the regular number of work hours must be maintained while taking any tuition waived class(es).

A university employee may extend this benefit to their non-university employee spouse, so that he/she may benefit from the tuition-waived policy under the same terms as for an employee; with the exception that employee's spouse can take more than one class at a time. Not to exceed the 12 credit hours for full-time or 6 credit hour for part-time employees per fiscal year.

Employees must have a current Southern Adventist University financial account and be current on all student loan payments at the time of registration before the tuition-waived class plan will be approved. University scholarships and monies from the Southern Adventist University Endowment Fund are not available to anyone enrolled in a tuition-waived class.

Employee's Signature

This request must first be submitted to the employee's supervisor; if approved, then submit to the Human Resources office.

Supervisor's Recommendation

1. The above named person is a full- or part-time employee, and it is anticipated that he/she will continue to be a full- or part-time employee in this department during the remainder of this semester.
2. The taking of this course by the employee will not unduly interfere with their work schedule. Any time off for class will be made up during the same week. Satisfactory arrangements have been made in regard to the work program as affected by this class.
3. () I recommend that this request be approved.
4. () I recommend that this request be denied for the following reasons:

Department Supervisor's Signature

Human Resources

() Approved () Not Approved

Student Finance

() Approved () Not Approved

Director's Signature

Student Finance Signature

Date

Date