



Email completed forms to [hrbenofc@uwyo.edu](mailto:hrbenofc@uwyo.edu) or send to Hill Hall 339 attention Benefits.

**SECTION 1: OVERVIEW**

Tuition Waiver benefit is available to benefited employees who are employed on at least a half-time (0.5 full time equivalent) basis, during the session which the course is offered. Spouses of full-time benefited employees, and qualifying cooperating agency employees are also eligible for the benefit. More information about the policy can be found in [UW Regulation 7-11](#).

Approved waivers must be received by Human Resources prior to the first day of the semester to ensure the student is not dropped from an academic course for non-payment. Enrollment in the academic course is the employee's responsibility.

- Waivers will not be posted to student's account until after add/drop period and do not apply to computing and online fees.
- Incomplete forms will be delayed in processing and sent back to employee for completion.

**SECTION 2: EMPLOYEE INFORMATION**

Employee Full Name: First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_ W Number \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_ Department Name \_\_\_\_\_

**INDICATE YOUR ELIGIBILITY:**  UW Employee  Qualifying Cooperating Agency/Name: \_\_\_\_\_

Spouse/Name of Student: \_\_\_\_\_ Student's W Number: \_\_\_\_\_

**SECTION 3: COURSE INFORMATION**

**CHOOSE ONE SEMESTER ONLY PER TUITION WAIVER):**

Year 20 \_\_\_\_  Fall Semester  Spring Semester  Summer Semester (**DO NOT SEND FUTURE SEMESTER WAIVERS**)

UW employees and cooperating agency employees (not spouses) must complete the following:

Course Title:	Course Number:	Credit Hours:
Days/Time Scheduled: (N/A if online)		<input type="checkbox"/> Online

Describe how work schedule will be modified to accommodate the time necessary to take the above course (e.g. days and times of flexible work schedule, vacation time, comp time etc.), so that taking courses will not interfere with the performance of job duties and responsibilities. \_\_\_\_\_

**SECTION 4: AUTHORIZATION (ROUTE APPROVED OR DENIED FORMS TO HUMAN RESOURCES)**

**Employee and Supervisor have discussed the above work schedule to accommodate course schedule.**

Employee Signature:	Date:
Supervisor Signature:	Date:
<input type="checkbox"/> Supervisor approves waiver (route to Appointing Authority → HR) <input type="checkbox"/> Supervisor denies waiver - Give explanation: (route to VP → HR)	Give explanation if denied.
* Appointing Authority Signature:	Date:
*VP Signature:	Date:
Printed name of Appointing Authority: * Failure to obtain the Appointing Authority signature will result in form being returned to employee for completion. View list of authorized <a href="#">Appointing Authority</a> .	<input type="checkbox"/> *VP affirms that they have communicated directly with the employee prior to signature. Management has exhausted all opportunities to accommodate at this time and ensures that future consideration will be reviewed. Document discussion and attempt to accommodate:
The UW Human Resources Department has verified the above named applicant's eligibility according to <a href="#">UW Regulation 7-11</a> . HR Signature:	

ACCOUNTS RECEIVABLE USE ONLY	HUMAN RESOURCES USE ONLY
Total Hours: _____ Amount of Benefit: _____	Date Received: _____ By: _____

## TUITION WAIVER INFORMATION

The University of Wyoming encourages benefited employees to make use of the opportunity to enroll in academic courses. Tuition and mandatory fees for one course up to 6 credit hours will be waived each semester, including the summer session. Spouses of benefited employees enrolled as a part-time or full-time University student may enroll in one course of up to six (6) semester hours of credit during each fall semester, spring semester (or J winter term) and summer session at one half the tuition rate as outlined in the University Fee Book. A tuition waiver form is required for each separate semester and summer session. Read the full policy in [UW Regulation 7-11](#).

### FREQUENTLY ASKED QUESTIONS

#### ***How do I sign up for a class?***

Call UW Admissions to apply for admittance to UW as a student. UW benefited employees should have the application fee waived. After enrolling in the course of your choice, submit the completed tuition waiver to your supervisor for both their signature and an appointing authority's signature. After all signatures are in place, the form can be turned into Human Resources on or before the first day of class.

#### ***My tuition waiver is not showing on my account. What now?***

Tuition waivers are processed after the last drop/add date each semester. Please note that the posting of the tuition waiver can take up to ten days to process after the last drop/add date.

#### ***Why didn't my tuition waiver pay for everything?***

Tuition waivers only cover tuition and mandatory fees for one class up to six credit hours. Computing and course specific fees, like online delivery fees or studio fees, are not covered by your waiver and are your responsibility to pay. If you are taking more than one class, you are responsible for the full tuition of additional classes, plus any course specific fees.

#### ***Can I get a tuition waiver for other Wyoming community colleges?***

Yes, you can use a tuition waiver for up to one class each semester at each of the community colleges. This list includes Western Wyoming Community College, Central Wyoming College, Casper College, Eastern Wyoming College, Northwest Community College, Laramie County Community College, Sheridan College and Gillette College.