

ADJUNCT FACULTY TUITION WAIVER REQUEST

Year _____

- Fall
- Spring
- Summer

Note: Tuition Waiver covers TUITION ONLY. Student is responsible for payment of all other fees.

Tuition waiver **must** be turned in when paying fees. **NO reimbursements will be made.**

Adjunct Employee _____ Social Security Number _____
If the tuition waiver request is for a Spouse, Domestic Partner, or Dependent the Adjunct Employee information is also required.

Spouse/Domestic Partner _____ Social Security Number _____

**For Domestic Partners, You must have "UA Statement of Financial Interdependence" completed and approved by Personnel to be eligible for tuition waiver.*

Dependent _____ Social Security Number _____ AGE: _____

Adjunct Criteria for Tuition Waiver

A Bargaining Unit Member will earn a tuition waiver of up to three (3) credit hours in each semester of employment that may be used by the unit member, **OR** their spouse/domestic partner **OR** dependent child 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 teaching contract for the semester in which the 3 credit tuition waiver was earned.
- 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 date is later.
- 4) Educational benefits do not apply to non-credit courses, self-support courses, and programs in which tuition or surcharges exceed the University norm.
- 5) The waiver is for tuition only. The individual using the waiver is responsible for the payment of all other associated course and student fees.
- 6) Adjunct tuition waivers cannot be used until the start date, as listed in the course schedule, of the class they are using the waiver for. Additional enrolled credits not covered by the waiver must be paid by the fee payment deadline. Late start classes should be added after any regular semester-length courses are paid for (by the fee payment deadline).
- 7) Adjunct faculty must promptly apply for and document eligibility for the waiver prior to fee payment, and **no refund** of paid tuition will result from the application of this provision.
- 8) **All tuition waiver forms must be accompanied by the contract letter(s) corresponding to the term(s) in which the waiver was earned.**
- 9) An adjunct may accrue tuition waivers earned in accordance with this provision up to a maximum of 12 credits. Banked waivers expire 12 months after Bargaining Unit Member's last assignment in the bargaining unit represented by United Academic-Adjuncts or upon employment in another Class of employment eligible for tuition waiver.

I have read the above and fully understand my rights and responsibilities regarding the Adjunct policy and payment of fees.

Employee Signature: _____

Courses

Dept.	Course Number	Title	Days	Hours ❖	Credits	Graduate Courses Only	
						Taxable *	
						YES	NO %
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

* Determination of Taxability

Tuition waived for graduate courses (i.e. 600 level) taken by a University employee, his or 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 exceptions are graduate tuition waived for:

Work related courses taken by a University employee. The definition of "work related" is courses taken to maintain or improve skill required for present position of employment. (Note: If the University employee's spouse / domestic partner or dependent(s) have a graduate tuition waiver 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.)

Statement of Employment

I certify that I am eligible, under current University policy, for the tuition waiver requested and I take full responsibility for my tuition charges should it be determined that I am not eligible for this waiver. If the waiver is for a dependent, they must be **under 24 years of age**.

Signature of Employee: _____ Date: _____

Verification of Eligibility

The above named employee, their spouse/partner/dependent is eligible for this waiver according to the criteria listed above. For a domestic partner, I certify "UA Statement of Financial Interdependence" is approved and on file at Personnel.

Dept.: _____ Box # _____

Signature of Dept. Personnel / Payroll Assistant: _____ Date: _____

Phone: _____

Department Head Approval if Graduate Courses are Work Related

(See under *Determination of Taxability*.)

Signature of Dean, Director, or Department Head

Date