



UNITED TRIBES
TECHNICAL COLLEGE

Tuition Waiver for Employees Program

~ This form must be completed for each semester of enrollment. ~

Student/Employee Information

Student Name: _____ ID# _____ Semester: _____

Tuition Waiver for Employee Program:

I am a UTTC employee.

The Tuition Waiver for Employee Program includes the employee's spouse & children:

I am a spouse/child of a UTTC employee. Employee Name: _____ ID# _____

Program of Study: _____

Department Verifications

UTTC Human Resources certifies that the **UTTC employee** listed above has been a continuous full time employee for at least the past 12 months.

Human Resources Representative Signature

Date

UTTC Student Accounts certifies that the **student** listed above does not owe the college any bill from previous studies.

UTTC Student Accounts Signature

Date

UTTC Registrar certifies: A) there is available space in the classes for which the student has registered; B) the course(s) the student is registered for is required for the student's program of study; and C) the student has not already earned a degree at the level of the current program (Certificate, Diploma, AAS/AS, or Bachelors).

UTTC Registrar Signature

Date

Financial Aid Office - Final Certification

The Financial Aid Director certifies the employee/student has completed the application form in its entirety. The Tuition Waiver for Employees Program will not exceed the student's financial aid budget for the period of enrollment if the student is receiving federal student aid.

UTTC Financial Aid Director Signature

Date

Tuition Waiver: Spouse & Children of Employee Enrollment

Please complete this section if you checked earlier that you are a spouse/child of an employee

All UTTC students are responsible for payment in full of charges incurred. Participation in this program does not suspend or modify the terms of the enrollment agreement signed upon admission to the college. Students are additionally required to earn a final grade of 2.0 or higher in all courses each semester to be eligible for the tuition waiver. This program waives only the cost of tuition for spouses and dependents.

I, _____, have read this form in its entirety and certify that I understand and agree to all the provisions outlined herein.
(Print student's name)

Student Signature

Date

EMPLOYEE CERTIFICATION (For Spouse and Children)

I, _____, have read this form in its entirety and certify that I understand and agree to all the provisions outlined herein. I also certify that the student named in this document is either my spouse or a child living in my household.
(Print employee's name)

Employee Signature

Date

Tuition Waiver: Employee Enrollment

Please complete this section if you checked that you are a UTTC Employee enrolling in classes

All UTTC students are responsible for payment in full of charges incurred. Participation in this program does not suspend or modify the terms of the enrollment agreement signed upon admission to the college. Students are additionally required to earn a final grade of 2.0 or higher in all courses each semester to be eligible for the tuition waiver. This program waives the cost for tuition, books and fees for employees enrolled in up to 6 credits per semester.

I, _____, have read this form in its entirety and certify that I understand and agree to all the provisions outlined herein.
(Print Employee Name)

Employee Signature

Date

DIRECT SUPERVISOR APPROVAL

Employee's **direct supervisor** certifies that the schedule of classes submitted will not interfere with the normal duties of the employee, and the classroom hours do not exceed 6 hours per week during normal working hours.

Direct Supervisor Signature

Date

Direct Supervisor's PRINTED Name and Title