Checklist of Eligibility for
Employee Tuition Waiver & Spouse/Dependent Tuition Waiver

This checklist identifies the information that administrative offices will review for tuition waiver eligibility.

Submit completed/signed Application for Tuition Waiver form to:
Human Resources, Twamley Hall Room 313, Stop 8010.

Tuition waivers apply to all benefitted employees of UND and of affiliated organizations* of UND. Tuition waivers for employees taking courses valued over $5,250 per calendar year as a graduate student and all spouse/dependent courses taken as a graduate student are taxed to the employee. Taxable value of the graduate tuition waiver will be added to the employee's paycheck during the semester to which the tuition waiver applies. NDUS Procedure 504, Residency for Tuition Purposes, allows a spouse or dependent of a UND employee to be eligible for the ND resident tuition rate. Please visit http://www.und.edu/dept/studentaccounts/html/residency.htm for more information.

EMPLOYEE TUITION WAIVER:

Classes excluded from the Employee Tuition Waiver program include self supporting continuing education courses (correspondence and on-line studies). Internships, study abroad/exchange and other situations where the "tuition" flows to an outside entity are also excluded from this policy.

1. **Human Resources:**
   a. Application for Tuition Waiver form must have all necessary signatures.
      - UND employee must sign.
      - Employee's supervisor must sign.
   b. Must be able to verify UND employee will be actively employed as a regular (benefited) employee on the first day of the semester.
2. **Registrar's Office:**
   a. Must be admitted.
   b. Has not reached the limit of 3 classes per calendar year.
3. **Student Account Services:**
   a. Employee does not have an overdue accounts receivable balance. (Charges of at least $10.00 and 30 days past due.)

SPOUSE/DEPENDENT TUITION WAIVER:

Classes excluded from the Spouse/Dependent Tuition Waiver program include professional programs (Law and Medicine), and self supporting continuing education courses (correspondence and on-line studies). Internships, study abroad/exchange and other situations where the "tuition" flows to an outside entity are also excluded from this policy. Physical Therapy & Occupational Therapy classes are not part of the Medicine exclusion.

1. **Human Resources:**
   a. Must receive completed Application for Tuition Waiver form no later than 30 days prior to the start of the semester.
   b. Application for Tuition Waiver form must have all necessary signatures.
      - UND employee must sign.
      - Spouse or Dependent must sign.
   c. Must be able to verify UND employee will be actively employed as a regular (benefited) employee on the first day of the semester.
2. **Payroll Office:**
   a. Must be able to verify the Spouse/Dependent does qualify as a dependent according to NDPERS guidelines.
      - Spouse must be under a legally existing marriage between persons of the opposite sex.
      - Dependent children, unmarried, under the age of 26.
      - Dependent children, age 23 thru 25, must be a full-time student at an accredited institution. Must provide proof of full-time student status.
   b. If not currently on NDPERS Health Plan, must provide the following verification: Marriage license, birth certificate and/or legal documents to prove status.
3. **Registrar's Office:**
   a. Must be admitted.
   b. Must not be on academic probation.
4. **Student Account Services:**
   a. Employee and Spouse/Dependent do not have an overdue accounts receivable balance. (Charges of at least $10.00 and 30 days past due.)

*UND Aerospace Foundation, UND Alumni Association and Foundation, RE Arena Inc., UND Arena Services Inc., Arena Holdings Charitable LLC & Affiliates, UND Center for Innovation Foundation, The Fellows, Law School Foundation, EERC Foundation, UND Research Foundation, and UND Army and Air Force ROTC faculty. As well as NDUS Common Information Services and NDUS Office employees

APPLICATION FOR TUITION WAIVER
University of North Dakota

Submit completed/signed form to Human Resources, Twamley Hall Room 313, Stop 8010
Reminder: Dependent/Spouse Waiver Applications are due no later than 30 days prior to the start of the semester.

I. INFORMATION BELOW TO BE COMPLETED BY EMPLOYEE

EMPLOYEE NAME		EMPLOYEE ID #	DAYTIME PHONE
DEPARTMENT	CAMPUS STOP #	EMPLOYEE EMAIL ADDRESS	

EMPLOYER: ☐ UND ☐ OTHER _____ AFFILIATED ORGANIZATION/NDUS INSTITUTION

STUDENT FULL NAME	STUDENT DATE OF BIRTH	STUDENT ID#

WAIVER APPLIES TO (*Check one*)	STUDENT STATUS (*Check one*) *	TERM OF WAIVER (*Complete Yr & Check One*)
☐ Employee ☐ Spouse ☐ Dependent	☐ Undergraduate ☐ Graduate	Year: 20 ____ ☐ Summer ☐ Fall ☐ Spring

II. TUITION WAIVER REQUESTED THIS SEMESTER *(Check one)*

The Employee Tuition Waiver does not waive the mandatory NDUS Fee or the mandatory Technology Fee. These fees are the responsibility of the employee and must be paid by the first day of class.

☐ EMPLOYEE TUITION WAIVER (Up to 3 Classes Per Calendar Year)

1st Course	Institution:	Dept:	Title:	Class #:	Day/Time:
2nd Course	Institution:	Dept:	Title:	Class #:	Day/Time:
3rd Course	Institution:	Dept:	Title:	Class #:	Day/Time:

☐ SPOUSE OR DEPENDENT TUITION WAIVER (50% Tuition Waiver)

III. EMPLOYEE and SPOUSE/DEPENDENT SIGNATURES *(Employee signature required for all requests)*

I certify that I have read and understand the Tuition Waiver policy:

Employee: http://www.ndus.edu/policies/sbhe-policies/policy.asp?ref=2282 Spouse/Dependent: http://www.und.edu/tuitionwaiver/

I authorize the release of any information, pertinent to decide eligibility for this request, to Human Resources, Payroll, Registrar's Office, and Student Account Services. In the case of a dependent/spouse tuition waiver request, I authorize release of information, pertinent to this request, to the employee. I understand that courses dropped after the 7th day of the term will count as a waived course and tuition waivers for employees taking courses valued over $5,250 per calendar year as a graduate student and spouse/dependent courses taken as a graduate student are taxed to the employee.

EMPLOYEE SIGNATURE (Required) _____ DATE _____

SPOUSE OR DEPENDENT SIGNATURE (if applicable) _____ DATE _____

IV. APPROVALS

Supervisor Signature required for Employee Tuition Waiver Only:	Affiliated Org/NDUS Signature required for Non-UND employees only:
Supervisor/Dept Head Name-please print	Affiliated Org./NDUS Institution Approval - please print
Supervisor/Dept Head Approval Signature Date	Affiliated Org./NDUS Institution Signature Date

FOR OFFICE USE ONLY

Human Resources Approval Signature	Date	☐ ELIGIBLE ☐ INELIGIBLE _____
Payroll Approval Signature	Date	☐ ELIGIBLE ☐ INELIGIBLE ☐ ELIGIBLE IF FT STUDENT _____
Registrar Approval Signature	Date	☐ ELIGIBLE ☐ INELIGIBLE _____
Student Account Services Approval Signature	Date	☐ ELIGIBLE ☐ INELIGIBLE _____