



REQUEST FOR TUITION REDUCTION

Check appropriate category below:

Full-time Employee: 100% tuition waiver to maximum of 6 semester hours and waiver of all **general** student fees. (Additional fees such as lab fees, etc., are not included). If employee is taking more than 6 credit, prior approval by president, in writing is needed.

Spouse/ Dependent Child* of a Full-time Employee: 100% tuition waiver only to maximum of 20 hours per semester.

Person to be enrolled _____ Badger ID: _____

If the person enrolled in classes is a dependent child, a birthdate is required: _____

A GPA of at least 2.0 must be earned in order to maintain eligibility for the tuition waiver. If you/dependent fall below 2.0, you/dependent will be put on probation for the next semester you take three or more credits. If the probation semester is under 2.0, the remaining semesters are at family expense until a semester is over 2.0.

Requests for Tuition Reduction by non-exempt employees must be submitted with a Snow College Request and Approval Form for Taking Class(es) During Working Hours if the course(s) being taken are during working hours.

* Dependent Children include natural children, step-children, and legally adopted children who are under the age of 26. If a child turns 26 during a semester, they may complete that semester and thereafter are ineligible.

I have read and understand this form. I am also aware that if I, my spouse, or my dependent are on probation, the probation has to be THREE or more credits.

_____ **Circle one** **Faculty** **Staff**
Print Employee Name

_____ **Date**
Signature of Employee

Employee Verification: GPA Checked: Banner Input:

_____ _____ _____
Human Resources Scholarships Registrar

January 04, 2019