



**REQUEST AND APPROVAL FORM
FOR TAKING CLASS(ES) DURING WORKING HOURS
(NON-EXEMPT FULL-TIME EMPLOYEES ONLY)**

NAME _____ **BADGER ID** _____

I would like to enroll in the following class(es): _____

Quarter _____ Number of Credit Hours _____ Days & Times of Class _____

I will make up the time to attend class in the following manner: _____

Signed by Snow College Employee

Approved by Immediate Supervisor

Date: _____

Date: _____

Reference: As per Snow College Personnel Policies and Procedures 13.4.2 Tuition Reduction (Salaried Employees Only), and specifically 13.4.2.2.1 which stated, "...Employees taking classes during normal working hours must have written approval by their immediate supervisor, and time must be made up on a regularly scheduled basis."

This form to be put in the employee's permanent file.