

Kutztown University

Employee Undergraduate Tuition Waiver Application

- ☐ AFSCME (clerical, technical, custodial and trade)
- ☐ MANAGEMENT (non-representative)
- ☐ SPFPA/POA (police)
- ☐ OPEIU (nurses)

Employee Information

Name: _____

Email: _____

SAP ID: _____

Student ID: _____

Semester and Academic Year: _____

Course Information

Course 1

Course Subject (e.g., ENGL, MATH): _____

Course and Section Number: _____

Course Title: _____

Number of Credits: _____

Days and Times: _____

Course Format: In-Person Online

Course 2 (if applicable)

Course Subject (e.g., ENGL, MATH): _____

Course and Section Number: _____

Course Title: _____

Number of Credits: _____

Days and Times: _____

Course Format: In-Person Online

Please include the following to avoid processing delays:

Total Weekly Impact: How many work hours will be missed each week?

Proposed Make-up Plan: On which days and times will you recover this time? Please be specific.

Management and OPEIU employees: Explain how these courses relate to your position and provide job-related training.

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Acknowledgement and signature

Eligibility and Conditions

- Bargaining unit members must have completed their probationary period before applying for a waiver.
- Withdrawn or Incomplete courses count toward maximum allowable credits within contractual limits.
- Independent Study / Individualized Instruction (IS/II) courses are not covered.
- A maximum of 6 credits per semester (Fall, Spring, Winter or Summer) may be approved.
The waiver covers tuition only; all registration responsibilities remain with the employee.
- Include the 10-minute commute each way when calculating your total make-up time.

Employee Acknowledgement and Supervisor Approval

- I acknowledge and understand that:
- I am responsible for making up any worktime missed because of attending class.
- All make-up time must remain within applicable contractual or work unit limits.
- If I am a bargaining unit member, make-up time may not be scheduled before my regular shift, and break periods may not be used for this purpose.
- Departmental operational needs take priority when scheduling make-up time.

Employee Signature:

Date:

Supervisor Signature:

Date:

Eligibility review completed by Human Resources

Employee is full-time who have completed the probationary period

Note:

On active university payroll

Note:

Not exceeded 128 total credits under the KU tuition waiver program

Note:

A written plan has been provided to make up any missed work time

Note:

No Independent Study / Individualized Instruction (IS/II) courses and no additional personnel costs

Note:

Human Resources Comments:

HR Verified By:

Date: