KUTZTOWN UNIVERSITY

APPLICATION FOR TUITION FEE WAIVER
MANAGEMENT and OPEIU covered employees
(Taking Courses Under the Non-Instructional Tuition Waiver Policy)

EMPLOYEE NAME:	SAP PERSNO:	KU STUDENT ID:

SEMESTER:	YEAR:	BARGAINING UNIT:

▶ OPEIU employees must complete their probationary period before the semester begins to be eligible for tuition waivers.

▶ Tuition waivers exclude **INDEPENDENT STUDY / INDIVIDUALIZED INSTRUCTION (IS/II)** courses. Employees must promptly notify HR if an IS/II course is added after submission.

COURSE: *SUBJECT*	*NUMBER*	*SECTION*	*DESCRIPTION*	CREDITS:	DAYS AND TIME OF CLASS:
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Below is my plan to make up for work time missed from attending classes:

Explain how these courses relate to your position and provide job-related training (attach additional info if needed):

EMPLOYEE ACKNOWLEDGEMENT: I am requesting to take undergraduate course(s) at Kutztown University under my unit's tuition waiver, which covers tuition; other fees may apply. I acknowledge responsibility for registration, the six-credit-per-semester limit (Fall, Spring, and Winter/Summer combined), and the requirement to make up work time for classes. This application must be submitted at least eight weeks before the semester payment deadline.

_____   _____
Employee Signature   **Date**

By approving this waiver, I confirm that I have reviewed the request and understand that the resulting absence must not incur any additional cost to the university. I have reviewed the plan for making up any missed work. I acknowledge that operational needs take priority and that I may deny this request if it disrupts the work schedule or results in additional costs.

_____   _____
Supervisor Signature   **Date**

HR CHECKLIST:
Management: Full-time status with 9-Month or greater
OPEIU: Full-time status with the initial probationary period successfully completed.
Must be currently on the active university payroll
No Independent Study/Individualized Instruction Courses
Job-related explanation completed

_____   _____
Human Resources   **Date**