



The College of William and Mary
 Office of the University Registrar
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EMPLOYEE TUITION WAIVER AND REGISTRATION

GUIDELINES

ELIGIBILITY The Employee Tuition Waiver Program is available to all full-time faculty and full-time classified staff. Eligible employees may elect to take one course each semester and two courses in the summer. The course(s) may not exceed 4 credit hours. Course-related fees or charges other than (or in addition to) tuition are **not** subject to waiver.

ATTENDANCE Class attendance is on the employee's own time. Employees may be required to use annual leave for time away from work. This decision should be made at the time that departmental approval is granted.

DOMICILE (In-state Tuition Privileges) Regardless of the tuition waiver, employees who are eligible for In-state tuition must file an *Application for Virginia In-state Tuition Privileges*. This application must be submitted no later than the first day of classes of the semester in which the employee will be enrolled. Failure to submit this application means that the tuition waiver will be calculated at the out of state tuition rate. If the waiver falls into the category of employer provided educational assistance, tax withholding will be significantly higher.

INSTRUCTIONS

1. Complete *Section A - Employee Information and Section B- Course Information*.
2. Complete an *Application for VA In-state Tuition Privileges* if you believe you are entitled to In-state tuition.
3. Obtain supervisor or department head approval in *Section C - Departmental Approval*.
4. Obtain approval from the Department of Human Resources in *Section D-Human Resource Certification of Eligibility*.
5. Auditing students must also obtain the instructor's signature. Grades for courses that are audited will become part of the student's permanent academic record and will appear on the William and Mary transcript. The instructor will assign a grade of "O" for a successful audit and a grade of "U" for an unsuccessful audit. Grading requirements are determined by the individual instructor. Students who stop attending and fail to withdraw officially will receive a grade of "U".
6. Submit the completed form to the Office of the University Registrar, Blow Hall, Room 108.
 - Degree-seeking students should register during their registration window and then submit this form to the Office of the University Registrar.
 - **Employees who have not been admitted to a degree program are considered Non-degree students and should submit this form to the Office of the University Registrar during the non-degree seeking student registration period only.** Early registration is not permitted.
 - Graduate courses may require approval from the appropriate school or program.
 - **This form must be submitted to the Office of the University Registrar no later than the last day of the add/drop period for the semester that the tuition waiver is requested.**

SECTION A

EMPLOYEE INFORMATION

Name _____ (Last) _____ (First) _____ (MI) _____ Banner ID Number: **930** _____

Address _____ City _____ State _____ Zip _____

(_____) _____ Sex: Male Female Date of Birth: ____/____/____
 Phone # _____ Month/ Day /Year

Department: _____ Office Phone: _____ WM E-mail: _____@wm.edu _____

Per §23-2.2:1 of the Code of Virginia and the regulations thereunder, every institution of higher education located in Virginia is required to provide to the State Police the name, address and other directory information of each student who enrolls with the institution. The intent of this law is to ensure compliance with the requirement under Virginia law for certain individuals to register with local law enforcement.

I hereby certify that the information I have provided is true and complete to the best of my knowledge, and I agree to abide by the student regulations and the Honor Code of the College of William and Mary while I am enrolled.

Employee Signature: _____ Date: _____

SECTION B

COURSE INFORMATION

***Permission to audit shall only be granted after degree-seeking students have been registered

Course Level: Undergraduate Graduate Arts & Science

(Graduate Business, Education, Law and Virginia Institute Marine Science require school approval)

Semester: Fall Spring Summer Year: _____

						*****INSTRUCTOR USE ONLY*****	
Course Reference Number (CRN)	Course ID (Department, Course number, Section)	# Credit Hrs	Class Day(s) & Time(s)	Instructor's Name	Instructor's Signature (Required for auditors)	Closed Class Override Y or N**	

**This box MUST be marked (Y) for registration into a closed course. Permission to audit does NOT automatically grant permission to enter a class that has reached its enrollment maximum.

SECTION C

DEPARTMENTAL APPROVAL

Departmental approval for the employee to enroll in the course listed above is granted via the employee's supervisor or the department head. Special restrictions for employees who will attend class during normal working hours must be determined by the employee and supervisor and stated below.

Supervisor's Printed Name: _____ Office Phone: _____

Signature of Supervisor or Department Head: _____ Date: _____

Restrictions: _____

SECTION D

HUMAN RESOURCES CERTIFICATION OF ELIGIBILITY

A representative from the Office of Human Resources must sign this section to certify the employee is eligible for the Tuition Waiver Program.

Name and Title of Human Resources Representative: _____

Signature: _____ Date: _____

*****OFFICE USE ONLY*****			
Processed by: Initials _____ Date _____	EMPL CODE POSTED: _____	(Summer Term Only)	REG Time Ticket _____
Domicile Received: <input type="checkbox"/> YES <input type="checkbox"/> NO Copy to Bursar for Tuition Waiver: Initials _____ Date _____			
Rev: 07/2009			