



EMPLOYEE TUITION WAIVER AND REGISTRATION FORM

GUIDELINES

ELIGIBILITY: The Employee Tuition Waiver Program is available to all full-time faculty, their spouses 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 the 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 filed 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 liabilities may 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 in *Section B*. 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 124.
 - Degree-seeking students should register during their registration window, then submit this form to the Office of the University Registrar.
 - Graduate courses require approval from the appropriate school or program. Please complete the applicable graduate permission form.
 - **Employees who have NOT been admitted to a degree program are considered Non Degree Seeking students and should submit the Non Degree Seeking application, in addition to this form, to the Office of the University Registrar during the Non Degree Seeking student registration period only.** Early registration is not permitted.
7. **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

STUDENT INFORMATION

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

Phone Number _____ Date of Birth: _____
mm/dd/yyyy

Department: _____ Office Phone: _____ E-mail: _____

For Faculty Spouse Tuition Waiver ONLY:

Spouse's Name _____

Spouse's Department _____

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 regulation 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 should only be granted after degree-seeking students have been registered*

Course Level: Undergraduate Graduate (permission form required)

Semester: Fall Spring Summer Year: _____

Course Reference Number (CRN)	Course ID (Department, Course Number, Section)	Credit Hrs.	Class Day(s) & Time(s)	Instructor's Name	Instructor's Signature <i>(Required for auditors and courses with Instructor permission ONLY)</i>	Closed Course 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 _____

Departmental Approval _____ Date: _____
Signature of supervisor or department head

Restrictions: _____

SECTION D**HUMAN RESOURCE 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)

Domicile Application Received: YES NO

Copy to Bursar for Tuition Waiver : *Initials* _____ *Date* _____

Reg Time Ticket : _____

Revised 2/2012