

Use of UH Employee tuition waiver is dependent on applicant eligibility, Outreach College Dean approval AND academic department approval.

**ELIGIBILITY:** Applicant must meet one of the following criteria in order to be eligible for a UH Employee Tuition Waiver. Failure to do so will result in cancellation of an exemption and student will be liable for all unpaid tuition and fees.

- 1) Must be a current UH employee in a collective bargaining unit and employed half-time (0.50 FTE) or more.
  - 2) Must be a Spouse or Domestic Partner of a UH employee, employed half time (0.50 FTE) or more, in bargaining unit 07, 08, 87 or 88.
- Applicants requesting tuition waivers for spouse or domestic partner must also complete and submit the **Declaration of Marital Status or Domestic Partnership** form. Go to <http://www.outreach.hawaii.edu/pdfForms/Domestic.pdf> for form.

**COST:** If this request for an exemption is approved, an administrative fee equal to 30% of one undergraduate resident credit will be charged to your account. The Administrative fee is **NON-REFUNDABLE and NON-TRANSFERABLE**. For the Fall, Spring & Summer Extension Term, an administrative fee will be charged for each course that a waiver is applied to. For the Summer term, an administrative fee will be charged for each session that a waiver is applied to.

**HOW TO APPLY:** Complete and submit form, with all required signatures, to the Outreach College (OC) Cashiers Office no later than the course 50% refund deadline (refer to course academic calendar for specific dates). Forms submitted after this deadline will not be accepted. Forms may be submitted prior to registering for class but waiver will not be applied to your account until the start of the late registration period. Approval is dependent on student eligibility AND department approval. Department approval is course specific. Please be sure to list all the classes that you are requesting a waiver for on the form.

**ELIGIBLE CHARGES:** Waiver will be applied to TUITION and Summer Student Fees only. Waiver will not cover any additional professional fees or course fees. Tuition waiver will only cover charges incurred after the late registration period of the course. Late registration normally begins on the first day of class. Refer to the online academic calendar at <http://www.outreach.hawaii.edu/calendar/main.html> for exact dates. Tuition charges incurred prior to the late registration period are not eligible for waiver. Tuition waiver can be used for a maximum of 6 credits per term.

**I. EMPLOYEE INFORMATION and SIGNATURE**

Employee Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_ Position Title \_\_\_\_\_ FTE \_\_\_\_\_ BU \_\_\_\_\_

Campus \_\_\_\_\_ Division/Dept \_\_\_\_\_

***Taxability Statement:** The value of this tuition waiver may be taxable to the employee. The taxability of tuition waivers is governed by the Internal Revenue Code (IRC) section 117. Go to <https://www.hawaii.edu/ohr/benefits-leave/professional-development/> for additional information. I have read and understand the taxability of this benefit.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**II. STUDENT INFORMATION and SIGNATURE**

Check One:      EMPLOYEE                  EMPLOYEE SPOUSE                  EMPLOYEE DOMESTIC PARTNER

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Term	CRN	Start Date	End Date	Subject	Number	Section	Total Credit Hours	Approved Credit Hours	** Office Use Only **
									APPROVED / DENIED _____
									APPROVED / DENIED _____
									APPROVED / DENIED _____

*I understand that any tuition and fees in excess of the allowed waiver shall be my financial responsibility. If registration occurs before the late registration period, the waiver is not applicable. If I am found to be ineligible for the use of this waiver at any time, I understand that I shall be responsible for paying all applicable tuition and fees assessed.*

*Furthermore, I understand that this waiver may not be applicable to some Outreach College courses. If this waiver cannot be accepted for the course(s) above, please (check one):*

Contact me and I will submit the difference in tuition.                  Please disenroll me.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**III. AUTHORIZED CAMPUS/DEPARTMENTAL PERSONNEL OFFICER APPROVAL**

*I certify that the individual named above meets all of the eligibility requirements for an employee tuition waiver or an employee spouse/domestic partner tuition waiver as defined by the Board of Regents Policy and collective bargaining agreements.*

Print or Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ UH College / Dept \_\_\_\_\_ Position Title \_\_\_\_\_ Phone Number \_\_\_\_\_

**REMINDER: This is NOT a registration form.**

You must register during the late registration period. Course registration done prior to the late registration period will not be eligible for tuition exemption. Late registration begins on the first day of the course and ends on the last day to register, as listed on the course academic calendar online at [www.outreach.hawaii.edu/calendar/main.html](http://www.outreach.hawaii.edu/calendar/main.html). Approved exemptions will be applied to your account after the late registration period.