

Full-time and part-time regular employees and qualifying part-time faculty are eligible for tuition waiver in accordance with Board of Trustees Policy and collective bargaining agreements.

This form, when approved, grants tuition waiver only. Unified Fee will be waived if appropriate. This form does not enroll the employee in the desired course(s). Enrollment is the employee's responsibility. This form must be completed prior to the beginning of each semester for which tuition waiver is requested and after enrollment is completed. A tuition waiver is required for courses which are audited.

Please refer to your employee handbook or collective bargaining agreement at <http://www.maine.edu/about-the-system/system-office/human-resources/>, for more information on tuition waiver eligibility.

<b>SECTION I:</b> <i>Employee completes Section I and forwards to supervisor for review and signature.</i>			
<i>Request for tuition waiver is made in accordance with the provisions of the following: (Check one.)</i>			
<b>Trustees Policy</b> <i>Non-represented employees</i>	<b>Collective Bargaining Agreement</b>		
	Police Service & Maintenance	Clerical/Office/Laboratory/Technical Professional & Administrative	Faculty Part-time Faculty


If the course meets outside of regularly scheduled work hours, the supervisor reviews and signs the form. If the course meets during regularly scheduled work hours, supervisory **approval** is required. The employee must make arrangements to make up the time or to use leave without pay or annual leave. Such arrangements are subject to supervisory approval. Graduate tuition waivers over \$5,250 are treated as taxable income under IRS regulations.

<i>Employee's Signature</i>	<i>Date</i>
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