



Authorization for Tuition Waiver (For RIC or URI Classes Only)

Date of Request: _____

Semester Enrolling:
 Spring _____ Fall _____ Summer _____
 (yr) (yr) (yr)

I. EMPLOYEE INFORMATION:

Name: _____ Social Security #: _____
 Department: _____ Are you a full-time employee? ()Yes ()No
 Are you currently on leave without pay? ()Yes ()No

II. STUDENT INFORMATION:

Self: () Courses are offered outside of normal working hours, or
 () during normal working hours (*please attach justification stated below in Attendance Policy*).

Spouse/ Domestic Partner: Name: _____ Social Security #: _____
 In program of study? ()Yes ()No List Program: _____
 List all existing degrees held _____

Dependent: Name: _____ Social Security #: _____
 Date of Birth: _____
 In program of study? ()Yes ()No List Program: _____
 List all existing degrees held _____
 Dependency Statement: I am providing at least 50% of my child's support and am claiming him/her as an exemption on this year's income tax.

Employee Signature _____

III. BOARD OF GOVERNORS POLICY:

1. Tuition waiver is applicable to Board of Governors non-union and union employees, according to the following policy unless specifically designated otherwise in a union contract. Employees covered by a collective bargaining agreement should consult the applicable tuition waiver policy.
2. General fees or course charges for institutions under the jurisdiction of the Board of Governors may be waived for all employees. The level of eligibility for full-time employees shall be unlimited. This waiver applies to the employee's spouse or domestic partner and legal dependents who are pursuing courses in a regular study program for credit at the baccalaureate level only. In the event of an employee's death, the tuition waiver benefit shall be provided for those spouses and legal dependents who have been accepted or are enrolled at the time of such death and who maintain continuous enrollment.
3. **Only** full-time employees are eligible.
4. If an employee is on leave without pay neither he/she nor his/her spouse, domestic partner and/or legal dependents are eligible for tuition waiver unless specifically approved by the institution.
5. Waiver of fees will be limited strictly to tuition. All other fees, books, supplies, travel and other expenses must be paid by the individual.
6. Tuition waivers are not applicable to non-credit courses, specialty courses, or executive MBA courses.

Attendance Policy

All courses will be on a space-available basis. Employees are expected to enroll in courses outside of normal work hours. Employees must receive prior approval from their department supervisors to participate in courses during their normal work schedule. Final approval will be contingent upon the submission of a statement by the department supervisor which verifies that the time required for class attendance will be charged either to vacation or personal leave or to an adjusted work schedule. The adjusted work schedule must indicate how the time is to be made up. This statement must be forwarded to the Office of Human Resources along with the Authorization for Tuition Waiver.

IF A FUTURE AUDIT REVEALS THAT INCORRECT INFORMATION WAS GIVEN, THE EMPLOYEE WILL BE HELD FINANCIALLY RESPONSIBLE FOR COURSES TAKEN AND MAY BE SUBJECT TO DISCIPLINARY ACTION.

Employee Signature and Date

Approved by:

 Dean/Director/Department Chair
 (Required only if during working hours)

 Director/Associate Director of HR or Campus Designee