

TUITION WAIVER FORM

G. Tuition Waiver for Eligible Employees Policy

Subject to IAIA's normal admission requirements and his/her supervisor's prior approval, a (full-time) employee who has been employed at least six months may enroll for one (1) class at IAIA per semester tuition-free. This tuition waiver benefit is applicable for eligible employees who enroll only for undergraduate courses. **Permission may be denied in cases where the employee is on corrective action for performance issues, or when the employee's absence from work would affect the department's operation.** A non-exempt employee who takes an IAIA college class will not be paid for the time he/she is attending the class. Exempt employees are expected to work the amount of time necessary to perform their job duties.

Submit this tuition waiver to Human Resources by "Add/Drop" course deadline. Failure to turn in the waiver by this deadline will result in paying full tuition.

DATE: _____

I AM AN EMPLOYEE REQUESTING A TUITION WAIVER FOR THE FOLLOWING CLASS:

MY NAME (PRINT): _____

EMPOWER ID #: _____

NAME OF MY SUPERVISOR (PRINT): _____

CLASS REQUESTED: _____ **INSTRUCTOR:** _____

CLASS SCHEDULE: _____

CHECK ONE: AUDIT [] CREDIT []

SEMESTER (FALL/SPRING, YEAR): _____

For studio courses, employees will be required to pay lab/studio fees and Supplies.

HR's Approval: (FT) Employee has been employed at IAIA for a minimum of six (6) months:

HR's Confirmation: _____

Supervisor's Approval: I grant permission for this class to be taken.

Supervisor _____ Date: _____

SIGNATURES:

Employee: _____ Date: _____

Admissions Office: _____ Date: _____

Student Accounts: _____ Date: _____