



Completed forms can be emailed to [hrbenefc@uwyo.edu](mailto:hrbenefc@uwyo.edu) or sent to Hill Hall 339 attention Benefits

Approved waivers must be received by Human Resources prior to the first day of the semester to ensure the student is not dropped from an academic course for non-payment. Enrollment in the academic course is the employee's responsibility.

- Waivers will not be posted to student's account until after add/drop period and do not apply to computing and online fees.
- Incomplete forms will be delayed in processing and sent back to employee for completion.
- [UW Regulation 7-11](#) has more information about the Tuition Waiver policy.

Name of Employee \_\_\_\_\_ W number \_\_\_\_\_

Email Address \_\_\_\_\_

**INDICATE YOUR ELIGIBILITY:**

- University of Wyoming Employee  
Department \_\_\_\_\_
- Spouse/Name of Student \_\_\_\_\_  
Student's W # \_\_\_\_\_
- Qualifying Cooperating Agency/Name of Agency \_\_\_\_\_

<b>EMPLOYEE STATUS</b>
Required only if waiver is for a UW spouse or a Qualifying Cooperating Agency employee
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

<b>CHOOSE ONE SEMESTER ONLY PER TUITION WAIVER:</b>
<input type="checkbox"/> Fall Semester <input type="checkbox"/> J Term <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Semester
Year 20 _____

**UW EMPLOYEES AND COOPERATING AGENCY EMPLOYEES (NOT SPOUSES) MUST COMPLETE THE FOLLOWING:**

Enrollment in \_\_\_\_\_ Credit Hours                      Course Name \_\_\_\_\_

Class Schedule: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_ Fri \_\_\_\_\_

Supervisor recommends approval of waiver?  Yes  No - If no, why? \_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
\*[Appointing Authority](#) Signature **REQUIRED**

\_\_\_\_\_  
Printed Name of Appointing Authority and/or Dean/Director

<b>*Failure to obtain Appointing Authority Signature will result in form being returned to employee for completion. List of authorized signers can be located on the <a href="#">HR website</a></b>
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**HUMAN RESOURCES USE ONLY**

The University of Wyoming Human Resources Department has verified the above named applicant's eligibility according to [UW Regulation 7-11](#).

By \_\_\_\_\_ Date \_\_\_\_\_

**ACCOUNTS RECEIVABLE USE ONLY**

Total Hours \_\_\_\_\_

Amount of Benefit \$ \_\_\_\_\_

## TUITION WAIVER INFORMATION

The University of Wyoming encourages benefited employees to make use of the opportunity to enroll in academic courses. Tuition and mandatory fees for one course up to 6 credit hours will be waived each semester, including the summer session. Spouses of benefited employees enrolled as a part-time or full-time University student may enroll in one course of up to six (6) semester hours of credit during each fall semester, spring semester (or J winter term) and summer session at one half the tuition rate as outlined in the University Fee Book. A tuition waiver form is required for each separate semester and summer session. Read the full policy in [UW Regulation 7-11](#).

## FREQUENTLY ASKED QUESTIONS

### ***How do I sign up for a class?***

Call UW Admissions to apply for admittance to UW as a student. UW benefited employees should have the application fee waived. After enrolling in the course of your choice, submit the completed tuition waiver to your supervisor for both their signature and an appointing authority's signature. After all signatures are in place, the form can be turned into Human Resources on or before the first day of class.

### ***My tuition waiver is not showing on my account. What now?***

Tuition waivers are processed after the last drop/add date each semester. Please note that the posting of the tuition waiver can take up to ten days to process after the last drop/add date.

### ***Why didn't my tuition waiver pay for everything?***

Tuition waivers only cover tuition and mandatory fees for one class up to six credit hours. Computing and course specific fees, like online delivery fees or studio fees, are not covered by your waiver and are your responsibility to pay. If you are taking more than one class, you are responsible for the full tuition of additional classes, plus any course specific fees.

### ***Can I get a tuition waiver for other Wyoming community colleges?***

Yes, you can use a tuition waiver for up to one class each semester at each of the community colleges. This list includes Western Wyoming Community College, Central Wyoming College, Casper College, Eastern Wyoming College, Northwest Community College, Laramie County Community College, and Sheridan College.