



UNIVERSITY OF ARKANSAS SYSTEM

Employee Request for Tuition Discount

NOTE: Employee must have been employed by the UA System for one complete fall or spring semester in order to qualify for tuition discount.

Instructions: Completed forms for UA System office employees should be emailed to CBrown@uasys.edu.

Name (Last Name, First Name) Employee ID

Title Department

Home Campus

Full-Time (100%) Active Employee [ ] Yes [ ] No Date of Hire

Designated Employee's Campus on File<sup>1</sup>

Enrollment at [ ] CCCUA [ ] UA GRANTHAM [ ] PCCUA [ ] UACCB [ ] UACCH [ ] UACCM [ ] UACCRM [ ] UAFS [ ] UALR [ ] UAM [ ] UAF [ ] UAMS [ ] UAPB [ ] UAPTC

Course Location Degree Sought [ ] Bachelors [ ] Masters [ ] Doctorate

Student ID Degree Program

Student Status [ ] FR [ ] SO [ ] JR [ ] SR [ ] GR [ ] Non-Degree Seeking

Academic Year [ ] Fall [ ] Spring [ ] Summer I [ ] Summer II [ ] Summer III [ ] Summer IV

Table with 4 columns: Course Name, Course Number, Credit Hours<sup>2</sup>, Days/Times of Class Meeting(s)

I pledge that I shall not permit participation in this course(s) to interfere with the performance of my regular job duties. I understand that any change to my course schedule will require that I submit another tuition discount form for approval in order to avoid being administratively withdrawn.

Employee Signature Date

I certify that the employee is full-time (100% appointed).

Supervisor Signature Date

Department Director Date

Certification of Employment by Home Campus of University of Arkansas:

I certify that the employee meets the eligibility requirements for tuition wavier per the University of Arkansas Board Policy 440.1.

Human Resources Representative \_\_\_\_\_ Date \_\_\_\_\_

HR Comments/Notes: \_\_\_\_\_

<sup>1</sup> The designated campus selected for tuition discount purposes is a one-time only choice universally applicable to the employee and all family members.
<sup>2</sup> Total enrollment at reduced rates shall not exceed eleven (11) credit hours per Fall/Spring term, three (3) credit hours per summer term and shall not exceed a total of 132 undergraduate semester credit hours.