



**DEPARTMENT OF
HUMAN RESOURCES**

Tuition Waiver Form

NOTE: Employee must have been employed by the UA Little Rock for one complete fall or spring semester.

Instructions: Completed forms can be faxed to the Department of Human Resources at (501)-569-3181 or emailed to HR-tuitiondiscount@ualr.edu. The Academic Calendar can be found at <http://ualr.edu/records/calendar/>.

| | |
|---------------------|------------------------|
| Name | Date |
| Employee Title | Student ID |
| Employee Department | Employer (Home Campus) |
| Work Email Address | Work Phone Number |

| | | |
|--------|------------------------------|----------------|
| Degree | Campus Attending (UALR, UAF) | |
| Term | Academic Year (2017, etc.) | Major/Program* |

Employee tuition waivers apply to any undergraduate or graduate (master's level) course of study, except for the following programs: Weekend Master of Business Administration (WMBA) and Law (JD). Please check with your supervisor.

Total enrollment at reduced rates shall not exceed 11 credit hours per Fall/Spring term and 6 credit hours over the entire Summer. Only 3 hours out of the 6 hours for summer can be taken during working hours. Please check with your supervisor.

By signing below, I certify that I am eligible under existing university policy for the tuition discount requested. I pledge that I shall not permit participation in this course to interfere with the performance of my regular duties.

| | |
|------|------|
| Name | Date |
|------|------|

I certify that the employee is full-time (100% appointed) and is eligible for this tuition discount. I have reviewed and I approve any course taken during normal working hours in lieu of his/her lunch hour.

| | | | |
|--------------------------------|--|--------------------------------------|------|
| Supervisor Signature | Dean/Director/VC Signature (If applicable) | | |
| Supervisor Name (please print) | Date | Dean/Director/VC Name (please Print) | Date |

| | | | |
|---|-------------------------|------------------------------------|------|
| I certify that the employee listed above is full-time (100%) and is eligible for this tuition discount. | Current Hire Date | | |
| Employment Verification (by home campus) | Hours Approved (11 Max) | UALR Human Resource Final Approval | Date |