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|  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[[1]](#footnote-1) |       |
| Enrollment at | [ ]  CCCUA [ ]  eVersity [ ]  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 |
|  Course Name | Course Number | Credit Hours[[2]](#footnote-2) | 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schedule will require that I submit another tuition discount form for approval in order to avoid being administratively withdrawn.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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **The designated campus selected for tuition discount purposes is a one-time only choice universally applicable to the employee and all family members.** [↑](#footnote-ref-1)
2. **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.** [↑](#footnote-ref-2)