

# Tuition Waiver 2023/2024 - Supervisor Approval Form

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**INSTRUCTIONS:** All employees taking classes must submit this form to their supervisor and upload the completed form to the Online Tuition Waiver Application. The Online Tuition Waiver and Supervisor Approval Form must be submitted once per academic year. This approval form applies to classes taken within the Fall 2023, Spring 2024, and Summer 2024 terms of attendance. Employees must meet all other eligibility criteria found in the Employee Handbook.

**Tuition Waiver Policy:** Full-time Staff, Regular, and Affiliate Faculty may take only one class during normal work hours (8:00 a.m. – 5 p.m.) with their supervisor's approval. Part-time employees (employees working 30-39 hours a week) must attend classes outside the normal work hours of their position.

## SECTION A: TO BE COMPLETED BY THE EMPLOYEE

Employee Name: \_\_\_\_\_

UD ID #: \_\_\_\_\_

Department: \_\_\_\_\_

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## SECTION B: TO BE COMPLETED BY THE SUPERVISOR

As the Supervisor of the employee noted above, I approve the employee to attend classes for the 2023/2024 academic year. I also confirm that I have discussed with the employee the implications of taking a class during regularly scheduled work hours (if applicable).

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name