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NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

Staff Tuition Waiver Authorization Form

Regular fulltime employee may have tuition fees waived for up to (4) four credit hours per semester.

- Instructions:**
1. Employee completes authorization form and seeks immediate supervisor's approval.
 2. Supervisor approves, making sure to fill in the **Department Account Number**.
 3. Authorization form is approved by the Human Resources Department.
 4. Employee **registers for the class**. The tuition waiver does not register the family member for the class.
 5. Attach a copy of class schedule.
 6. The employee or family member turns copy of the waiver into the Business Office within (3) days **after** registering for the class(es).
 7. This waiver covers Tuition cost only. Tuition Waiver does not cover the college admission fee, course fees, lab fees, other fees for, such as student activity, library, technology and athletic and book or supplies.

***** DEADLINE to Submit Tuition Waiver is (5) Five Business Days After 'Last-Day-to-Add/Drop' *****

Employee Information

| | | | |
|---------------------|----------------------------|---------------------|----------------------------|
| Last Name | First Name and Middle Int. | Social Security No. | Census No. (if applicable) |
| Position Title | Department | | Date |
| Contact Information | Phone: | Email: | |

Up to (4) four credit hours waiver for:

STUDENT I.D. # _____ SEMESTER/YEAR: _____

1) _____

| | | | | |
|------------|---|-------------|---|----------------|
| Course No. | / | Course name | / | No. of credits |
|------------|---|-------------|---|----------------|

2) _____

| | | | | |
|------------|---|-------------|---|----------------|
| Course No. | / | Course name | / | No. of credits |
|------------|---|-------------|---|----------------|

APPROVAL OF WAIVER AUTHORIZATION

| | |
|--------------------------|-------------|
| SUPERVISOR | DATE |
| DEPARTMENT NAME | ACCOUNT NO. |
| HUMAN RESOURCES DIRECTOR | DATE |

Revised form 6/09/2014

7.3 Tuition Waiver Policy (Employee Educational Benefit)

A. Employee Educational Benefit (credit class)

Regular full-time employee may have tuition waived for up to four (4) credit hours per semester. Unused tuition waivers cannot be accumulated from one semester and used in another semester. The employee must secure supervisor approval if the course is to be taken during working hours and arrangements made for any time that is to be made up.

If the employee decides not to complete the course, he/she must drop the class during the posted withdrawal period. No administrative appeal, unless extreme circumstances exist, will be available to remove the department charge.

Records related to the use of the NTU Tuition Waiver will be maintained by the Human Resources Department.

B. Family Educational Benefit (credit class)

A qualified family member of an employee eligible for benefits, as defined by the university's health insurance plan rules, may have tuition waived for up to four (4) credit hours per semester. Proof of family member status is required and must be verified by the Human Resources Office.

C. NTU Tuition Waiver requirements

1. Enrollment by NTU employees

Approval of enrollment in courses using the NTU tuition waiver, which is described in the NTU Employee Handbook, will include consideration of the following:

- a. The relevance of the degree or coursework to the employee's contracted employment responsibility and alignment with NTU's strategic plan.
- b. Direct financial cost and hidden cost will need to be considered (hidden cost includes the amount of time that an employee may need to undertake coursework and therefore, decrease his or her NTU contracted work time).
- c. An employee cannot take courses during his or her scheduled work time, unless he or she takes leave to do so, or works a flex times schedule that ensures he or she covers his/her full contracted work time and which his or her supervisor and the HR Director approve of.

An employee who wishes to use the NTU Tuition Waiver should discuss his or her academic plan with his or her supervisor. Usually, the employee will include this activity in his or her PDP. The employee should also seek academic counseling to ensure that he or she has an appropriate certificate or degree checklist completed.

The employee must successfully complete each course to continue to qualify for an NTU Tuition Waiver. Successful completion of any coursework for degree programs shall mean a grade of "B" or better. The NTU Tuition Waiver cannot be continued when an employee earns a grade below "B". The NTU Tuition Waiver cannot be used for any courses that are being retaken. Any individual that earns a "C" grade or lower will not be granted tuition waiver approval to take further courses until that individual provides an official transcript showing successful completion of the course which he or she pays for without NTU support.

The employee receiving a tuition waiver must report to his/her supervisor on his/her progress toward a certificate or degree, for each semester or summer term of enrollment. Approval for continued tuition waiver will be contingent on the progress reporting.

2. Enrollment by an NTU Employee's Family Member

Employees whose family members use the Tuition Waiver for Family Educational Benefit described in the NTU Employee Handbook must ensure the following is completed:

- a. The family member receiving a tuition waiver must receive academic counseling prior to his or her course enrollment to ensure that he or she receives that most appropriate academic benefit.
- b. The family member receiving a tuition waiver must report to the PDP Committee on his or her progress toward a certificate or degree, for each semester or summer term of enrollment. Approval for continued tuition waiver will be contingent on the progress reporting. Approval for continued tuition waiver also requires successful completion of any coursework; this shall mean a grade of "B", or better. Future tuition waiver will not be granted when course grades fall below "B", nor will tuition waiver be granted for any courses that are being retaken. And individual that does not receive a "B" grade will not be granted tuition waiver until that individual provided evidence of successful completion of the failed course plus another degree checklist course that he or she pays for without NTU support.

3. Employees and family members are not permitted to use tuition waiver to retake a course that has already been paid for with the NTU Tuition waiver policy. To retake a course, employees and family members shall pay out of pocket.