

THE UNIVERSITY OF TENNESSEE SPACE INSTITUTE
Employee Request for Course Approval and Waiver of Fees

This form is used to request approval to enroll in courses for credit in accordance with the Educational Assistance (Fee Waiver) Policy No. 330.

INSTRUCTIONS: Please complete Sections I and II and forward to your Human Resources office at least 20 days prior to registration to ensure adequate time for processing. The approved form will be returned to you.

You will be charged pro rata fees if you: 1) Are employed less than 100% full-time, and/or 2) Register for hours in excess of the fee waiver benefit.

NOTE: You will be responsible for payment of late registration fees if this form is not submitted by the payment due date.

I. Employee: Please complete this section as applicable.

Employee Name (Please Print) Personnel No. Campus/Office Address Campus/Office Phone No.

Distributions:

_____	_____	_____
Department	Cost Center/WBS	Percent of Effort
_____	_____	_____
Department	Cost Center/WBS	Percent of Effort
_____	_____	_____
Department	Cost Center/WBS	Percent of Effort

I hereby request approval for waiver of _____ (may not exceed 9) hours of credit during the _____ term _____
(Number) (Summer/Fall/Winter/Spring) (Year)
at the _____ Campus.

Employee Signature: _____ **Date:** _____

Retired from UT _____ on _____ with 10 or more
years full-time/part-time _____ service. If part-time, provide percent of effort: _____

II. Department Head: Please complete this section. (Retirees omit this section.)

I approve this request. Satisfactory work schedule arrangements have been made to ensure that this employee will complete a full work schedule based on his/her percent time.

Department Head Signature: _____ **Date:** _____

III. Human Resources: Complete this section.

Regular Continuous Service Date: _____ **Percent Full-time:** _____

Approved: _____ **Date:** _____

IV. To Director of Finance/Comptroller/Bursar: The University of Tennessee Space Institute will pay _____ percent of the tuition of the above-named employee to enroll for the course and during the quarter/semester stipulated above. It is requested that a bill for the above tuition cost be sent to Human Resources, University of Tennessee Space Institute, 411B.H. Goethert Parkway, MS-11, Tullahoma, TN 37388-9700, or email: hr@utsi.edu. Please note that tuition is waived for part-time employees on a pro-rata basis. Part-time employees are expected to pay a portion of tuition cost themselves. If any questions arise from this request, please call the UTSI Human Resources Office at (931) 393-7226 or email hr@utsi.edu.