REQUEST FOR FEE WAIVER(S) FOR TUITION FREE CLASSES

Division/Department: Estimated # of Sections/Year:

CRN(s): Subject Code/Course #:

Course Title:

Effective Terms/FY(s): Summer ☐ Fall ☐ Winter ☐ Spring ☐

Division Dean Signature: _____ Date: _____ Ext: _____

Submit Original of this form to Academic & Student Affairs, following the established deadlines:

- Existing sections – no later than 3 weeks before the start of Advanced Registration for the Effective Term
- New sections added after registration opens – at least 1 week before students are allowed to register for the section
- Non-Credit sections – at least 1 week before student are allowed to register for the section

REQUEST TO WAIVE TUITION/FEE FOR:

Tuition ☐ Tech/Resource Fee ☐ Transportation ☐ Dept Fee ☐

NOTE:

- Tuition/Fee Waiver is not allowed if everything is free except for the department fee.
- Form not required for Non-Credit courses where all are free or only tuition is free.

Reason for Tuition Waiver:

_____

Request Approved ☐ AVP / Vice President Signature: _____ Date: _____

Request Denied ☐ AVP / Vice President Signature: _____ Date: _____
Original sent back to Div/Dept

Distribution after final approval
Original to: Academic and Student Affairs
Copy to: Division/Department & HR
Copy to: Banner Student System Coordinator

Revised: May 2020