

# **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:

  

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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: Sept 2020