



### Request for Employee Tuition Waiver

Full-time and part-time regular employees and qualifying part-time faculty are eligible for tuition waiver in accordance with the Board of Trustees Policy and collective bargaining agreements. This waiver does not apply to mini-courses or other non-semester or non-credit course offerings except those identified in advance by the University. Courses that are offered by the Intensive English Institute program are covered by the benefit.

This form, when approved, grants a tuition waiver only. All fees other than tuition, except those waived by the Chief Administrative Officer of the University where enrolled, shall be paid by the participating individuals as a condition of enrollment. (see Collective bargaining unit) This form does not enroll the employee in the desired course(s). Enrollment is the employee's responsibility. This form must be completed before each semester begins (after enrollment) for which tuition waiver is requested. A tuition waiver is required for courses which are audited.

Please refer to your [employee handbook](#) or [collective bargaining agreement](#) at and for more information on tuition waiver eligibility.

#### Section 1: Employee completes section 1 and forwards it to supervisor for review and signature.

Request for tuition waiver is made in accordance with the provisions of the following: (Check one.)

<b>Non-Represented</b> <input type="checkbox"/> Staff <input type="checkbox"/> Faculty	<b>Collective Bargaining Agreement</b> <input type="checkbox"/> Police <input type="checkbox"/> ASCUM/COLT <input type="checkbox"/> AFUM <input type="checkbox"/> Service & Maintenance <input type="checkbox"/> UMPSA <input type="checkbox"/> PATFA
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Name: \_\_\_\_\_; Employee ID #: \_\_\_\_\_; Campus of Employment: \_\_\_\_\_;  
 Employment Status:  Full-time  Part-time  Fall  Winter/Spring  Summer AY applied for:

<b>Campus of Enrollment</b>						
<input type="checkbox"/> UM	<input type="checkbox"/> USM	<input type="checkbox"/> UMF	<input type="checkbox"/> UMM	<input type="checkbox"/> UMFK	<input type="checkbox"/> UMPI	<input type="checkbox"/> UMA

Type of course:  Undergraduate     Graduate     YourPace     Law

Course #	Section #	Start Date	Time	Day(s) of Week	Credit Hours

If the course meets outside of regularly scheduled work hours, no supervisor approval is required. If the course meets during regularly scheduled work hours, supervisory **approval** is required. The employee must plan to make up the time or to use leave without pay or annual leave. Such arrangements are subject to supervisory approval. Graduate tuition waivers over \$5,250, for the calendar year, are treated as taxable income under IRS regulations.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II: Supervisor completes Section II. The Supervisor signs and forwards the document to [benefits@maine.edu](mailto:benefits@maine.edu). If disapproved, the supervisor includes an attachment indicating the reason for denial.**

Approved/Disapproved: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Contact Information:** Questions and/or completed forms should be directed to the UMS Employee Benefits Center, Fax: (207) 561-3454, Email: [benefits@maine.edu](mailto:benefits@maine.edu), Tel: Toll-free (866) 269-9635 or Local (207) 973-3373, 65 Texas Avenue, Bangor ME 04401.

**Please allow 10 business days for processing AFTER billing charges have been generated. You will be notified via email once the waiver has been processed. Please notify our office if a change in enrollment (add/drop) has occurred so that we can adjust the benefit.**

Campus Point of contacts:

Registrar:

- [UMA-Registrar](#)
- [UMF-Registrar](#) 778-7100
- [UMFK-Registrar](#) 834-7500
- [UMM-Student Records](#) 255-1223
- [UM-Office of Student records](#) 581-1288
- [USM-Office of Registration](#) 780-5230
- [UMPI-Registrar](#) 768-9540

Billing/Student Accounts:

- [UMA-Student Accounts](#) 621-3131
- [UMF-Student Accounts](#) 778-7100
- [UMFK-Business Office](#) 834-7605
- [UMM-Financial Aid Office](#) 255-1203
- [UM-Bursar](#) 581-1521
- [USM-Student Financials](#) 780-5250
- [UMPI-Student Financials](#) 768-9510