

## UUP SPACE AVAILABLE TUITION-FREE WAIVER

Name \_\_\_\_\_ Banner # \_\_\_\_\_

Employing Campus \_\_\_\_\_ Instructing Campus \_\_\_\_\_

Title \_\_\_\_\_ Office Phone \_\_\_\_\_

Discipline Code	Course and Section Number	Semester and Year	Credit Hours	Cost of Course

I certify that the course listed above is a **classroom-based course**<sup>1</sup> and not for individual instruction, independent study, thesis guidance, dissertations, etc.

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that I have read the policy guidelines for using a UUP Space Available Waiver and attest that the course listed above is a classroom-based course and **not for individual instruction**, independent study, thesis guidance, dissertations, etc. and that I will **not register myself** for this class.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Human Resources:**

This certifies that the applicant is currently covered under article 36 of the UUP Agreement and is eligible for one course, tuition free, on a "Space Available" basis. The course is classroom based and not for individual instruction et. all.

\_\_\_\_\_ Date \_\_\_\_\_  
Human Resources Representative

**Registration & Records:**

Credit Hours \_\_\_\_\_ Registration Date \_\_\_\_\_ (Late Add Period Only)

Completed by \_\_\_\_\_

**Student Accounts:**

Tuition Waived \$ \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Classroom-based course definition – any course, virtual or traditional, that is not convened for individual instruction (see policy).

## Instructions for Completion

### Before Application:

1. You must complete any forms necessary with Undergraduate Admissions, Graduate Admissions, or The Graduate School prior to application for a UUP Space Available Waiver.
2. You must meet course prerequisites.
3. All fees other than tuition will be paid by the employee.
4. You may not take advantage of a UUP Waiver if you have outstanding holds on your account.
5. If you filed a FAFSA in the Fall/Spring you may have to complete a special Summer aid application with Financial Aid.

### Procedure:

1. Inform the professor that you are taking the class using a UUP Space Available Waiver
2. Complete the personal information section, course information section, and obtain the instructor's signature on the UUP Space Available Waiver Form during the Late Add Period (as indicated on the Academic Calendar)
3. Submit the UUP Space Available Waiver Form to the Office of Human Resources for approval
4. The UUP Space Available Waiver Form will be routed to Registration and Records and Student Accounts by the Office of Human Resources