

**COLORADO SCHOOL OF MINES  
EMPLOYEE/SPOUSE TUITION WAIVER  
Courses for No-Credit**

*Please: Print or Type*

EMPLOYEE NAME: \_\_\_\_\_ CWID: \_\_\_\_\_

Classified Employee (y/n) \_\_\_\_\_ Exempt Employee (y/n) \_\_\_\_\_

Are you requesting the Tuition Waiver for your Spouse? If yes, enter your spouse's name and CWID. If no, skip to the Dept.

SPOUSE NAME: \_\_\_\_\_ CWID or Last four of SSN: \_\_\_\_\_

DEPT: \_\_\_\_\_ EMPLOYEE SUPERVISOR'S NAME: \_\_\_\_\_

COURSE NUMBER FOR WHICH WAIVER IS REQUESTED: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ CREDIT HOURS: \_\_\_\_\_

**Benefits-eligible\*** Mines faculty and staff members and their spouses may take Mines courses on a space-available, no-credit, tuition-free basis, **not to exceed six credit hours per fiscal year**, with the approval of the supervisor, department head (if different from the supervisor), and Vice Provost. Detailed information on this benefit can be found in Section 5.3 of the Faculty Handbook. \*Please note: Under IRS Section 127, tuition waived for employees is tax-free up to \$5,250 per calendar year. Any waived tuition that exceeds this amount in a calendar year **is taxable**.

**The signature of the supervisor and/or DH below indicates:**

- 1) permission to adjust the employee's work schedule to allow for enrollment in the course; and**
- 2) verification that the employee is a benefits-eligible\* classified staff or faculty member at Mines.**

SUPERVISOR'S/SPOUSE'S SUPERVISOR'S SIGNATURE: \_\_\_\_\_  
(required prior to Vice Provost signature) Date

DEPARTMENT HEAD'S SIGNATURE (DH): \_\_\_\_\_  
(if DH is different than the supervisor – required prior to Vice Provost signature) Date

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_  
(required prior to Vice Provost signature) Date

EMPLOYEE/SPOUSE'S SIGNATURE: \_\_\_\_\_  
(required prior to Vice Provost signature) Date

VICE PROVOST: \_\_\_\_\_  
(required: submit to Academic Affairs for Vice Provost signature) Date

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Employees/spouses must qualify for admission as a student at the Colorado School of Mines. Complete either the [Undergraduate non-degree application](#) or the [Graduate non-degree application](#). Course registration for non-degree students is handled by the Registrar's Office.

**Mines requires that a technology fee is assessed to each student by the Registrar's Office.**

\* **Benefits-eligible = employee's percentage of effort is 50% or greater.**

**DEADLINE: THIS FORM MUST BE SUBMITTED BY THE CENSUS DATE**