

**COLORADO SCHOOL OF MINES
EMPLOYEE TUITION WAIVER
Courses for Credit**

Please: Print or Type

EMPLOYEE NAME: _____ CWID: _____

Classified Employee (y/n) _____ Exempt Employee (y/n) _____

DEPT./DIV.: _____ EMPLOYEE SUPERVISOR'S NAME: _____

COURSE NUMBER FOR WHICH WAIVER IS REQUESTED: _____

COURSE TITLE: _____

SEMESTER: _____ CREDIT HOURS: _____

Benefits-eligible* CSM faculty and staff members, with his/her supervisor's and department head/division director's approval (if different than the supervisor), may apply to Academic Affairs for enrollment in up to three credit hours per semester, **not to exceed six credit hours in any fiscal year**, without payment of tuition. In considering such requests, the Associate Provost may examine the budgetary constraints, total available classroom space, and the potential benefit to CSM through improved professional development, employee morale, and employee motivation. Detailed information on this benefit can be found in section 5.3 of the Faculty Handbook, at: <https://www.mines.edu/policy-library/academic/>. *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/DD 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 CSM.

SUPERVISOR'S SIGNATURE: _____
(required prior to Associate Provost signature) Date

DEPT. HEAD/DIV. DIRECTOR'S (DH/DD) SIGNATURE: _____
(if DH/DD is different than the supervisor – required prior to Associate Provost signature) Date

EMPLOYEE'S SIGNATURE: _____
(required prior to Associate Provost signature) Date

ASSOCIATE PROVOST: _____
(required: submit to Academic Affairs for Associate Provost signature) Date

The employee must qualify for admission as a student at the Colorado School of Mines. Employees wishing to be part of an undergraduate or graduate degree program must be accepted as a student through application to the Admissions Office.

Registration for employees pursuing a degree will take place during the normal registration process for the appropriate semester.

CSM 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