

Tuition Waiver Agreement

I hereby request a tuition waiver for the purpose of taking approved university coursework at UVA or Virginia Tech. I understand and agree that I will submit a copy of my grades or transcripts within 60 days of completion of the course.

If the Human Resources Office does not receive the appropriate verification, I understand that the amount of the waiver for the course will be deducted from my paycheck.

An employee must be employed for one year upon completing the course, or the amount of the tuition waiver will be deducted from your paycheck upon leaving the system.

Employee

Date

Superintendent or Designee

Date

Process

1. Employee completes the Application for Course Approval, Tuition Waiver Agreement and Certification for Falls Church Public Schools Personnel to Enroll in University of Virginia or Virginia Tech Courses and submits them to the principal or supervisor for approval.
2. The principal or supervisor will forward the completed/approved forms to the superintendent or designee for consideration.
3. After approval, the Human Resources Office will process the agreement and return the application to the employee. The UVA Registration form will be faxed to the registrar, and confirmation will be mailed to the employee. The employee will take the form to VT to register.
4. Within 60 days of course completion, the employee must submit a copy of grades, transcripts, to the Human Resources Office.
5. If the employee does not provide appropriate verification within 60 days, he/she will be notified that if verification is not submitted within 15 days, the amount of the tuition waiver will be deducted from the employee's next paycheck.