

Tuition Waiver Agreement

University of Virginia

I hereby request a tuition waiver for the purpose of taking approved university coursework at UVA. 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. For University of Virginia:
 - * Employee completes the Application for Course Approval,
 - * Tuition Waiver Agreement, Registration Form – University of Virginia School of Cont. & Prof. Studies.
 - * 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.
 - * The UVA Registration form will be faxed to the registrar.
 - ✓ UVA will notify employee to confirm registration.
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.