



NEW MEXICO TECH
 SCIENCE • ENGINEERING • RESEARCH UNIVERSITY
 Tuition Waiver Form

FALL _____ (year)

SPRING _____ (year)

SUMMER _____ (year)

1. Register for the course before completing the Tuition Waiver.
2. Employee completes the form for Self, Spouse, Child or part/full time Student Dependent.
3. Supervisor signs the Tuition Waiver Form.
4. If the funds are from a Grant, then the Sponsored Projects Administration (SPA) initial is required.
5. If it is a full-time student dependent Tuition Waiver, the Registrar's signature is required and a copy of the most recent Federal Tax return claiming your student is required.
6. Submit to Human Resources for approval and signature.
7. HR will forward to Business Operations for processing.

Employee _____	
Last Name	First Name
Banner ID _____	Department _____
(Required) Index _____ Initial _____ SPA Account Number 620101 _____	

Spouse _____	Full or Part-Time Dependent _____	Non-Degree Seeking Dependent _____
Last Name		First Name
Banner ID _____	Department _____	
Index Number _____		

Employee, Spouse or Dependent

Up to a maximum of six credit hours per employee will be waived. If the applicant plans to use the requested course to pursue a degree at NMT, they need to apply for admission (either undergraduate or graduate).

As a full-time regular employee of NMT, I hereby request permission for me, spouse or dependent child to enroll in the course(s) listed below, with waiver of resident tuition not to exceed an aggregate of 6 credit hours.

Non-credit community college courses will have one-half of the course fee waived.

Course Number _____ Course Name _____ Number of Credits _____

Course Number _____ Course Name _____ Number of Credits _____

Course Number _____ Course Name _____ Number of Credits _____

_____ Non-degree Seeking Student _____ Undergraduate _____ Graduate

Dependent Tuition Waiver Full-Time or Part-Time

Do not use for Non-Degree seeking students. MUST be classified as a degree seeking student.

A dependent is defined as a son or daughter claimed as a dependent on the most recent U.S Internal Revenue Service Tax Forms. I certify that my dependent meets the above definition.

Employees Signature _____

Date _____

If both parents are NMT employees, student is eligible for only one waiver. As a regular full-time employee of NMT with a minimum of one year of continuous service since my most recent date of hire, I request waiver of full-time or part-time resident tuition for my dependent and I acknowledge the student must be in good standing.

My dependent is a regular _____ Undergraduate _____ Graduate _____

Required-Registrar Signature _____

Date _____

I understand that only tuition will be waived and that I am responsible to NMT for all fees and financial obligations incurred in taking the above described course(s).

I have read and understand this tuition waiver policy. If found not to be in compliance, I am responsible for repayment of tuition and fees.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Director/VP Signature for credits over three only _____ Date _____

Initial _____ Time off to attend a work-related class during work hours approved _____

Human Resources _____ Date _____

Business Operations Use Only

Exemption Code _____ Detail Code # _____ Amount Waived _____

Entered By _____ Date Entered _____

Tuition Benefits

New Mexico Tech offers regular full-time employees three tuition waiver programs.

For employees with one year of service, full resident tuition assistance is offered for dependent children who are enrolled as regular full or part-time students. The student must be in good standing to continue the waiver. For purposes of this policy a dependent is defined as one claimed as a dependent on the most recent U.S. Internal Revenue Service tax forms.

The second program offers full resident tuition waiver for up to six credit hours per family each semester to regular full-time employees and their immediate family (spouse and dependent children). Employees may, with the approval of their supervisor, be given time from work to attend a class not to exceed six hours per week with the expectation that the time/work will need to be made up. This includes up to three credit hours per semester for work-related professional development (for employees only) and three credit hours per semester for other New Mexico Tech courses.

Lastly, employees taking non-credit community college courses will have one-half of the course fees waived.

IRS Tax verification of dependent children may be requested by Human Resources at any time.