

Fall 20 ____
Spring 20 ____
Summer 20 ____

UNIVERSITY OF HAWAI'I TUITION WAIVER

Check One: EMPLOYEE EMPLOYEE SPOUSE EMPLOYEE DOMESTIC PARTNER

This waiver may be used only by: (1) University of Hawaii employees who are employed half-time (.50 FTE) or more; (2) spouses and domestic partners of University of Hawaii employees in BU07, 08, 87 and BU88 who are employed half-time (.50 FTE) or more.

This waiver is valid only for **credit courses** at any University of Hawaii campus registered during the LATE REGISTRATION PERIOD designated for faculty and staff.

Graduate or Research Assistants who are employed by the University of Hawaii may not use this waiver.

Employee Name _____ Employee SSN _____
(Employee SSN is required for spouse/domestic partner waivers)

Employing Campus _____ Position Title _____

Div/Dept. _____ FTE _____ BU _____

Student Name _____ Student ID/SSN _____

Check One: Undergraduate Graduate

Campus	CRN	Credit Hours	Course Title

I understand that this waiver may be used to pay for a maximum of 6 credit hours per semester of tuition and fees. Any tuition and fees in excess of the maximum 6 credit hours must be paid for. If registration occurs before the late registration period, tuition and all applicable fees will be assessed. No refunds will be made. If I am found to be ineligible to use this waiver, I understand that I will be responsible for paying all applicable tuition and fee assessed.

Student Signature _____ Date _____ Phone _____

I certify that the individual named above meets all of the eligibility requirements for an employee tuition waiver or an employee spouse/domestic partner tuition waiver as defined by Board of Regents Policy and collective bargaining agreements.

Approved by Authorized Campus/Departmental Personnel Officer:

_____/_____
Print or Type Name Phone Signature Date

INSTRUCTIONS FOR USING THIS WAIVER FORM:

You must apply for admission (submit System Application Form) by the appropriate deadline and be admitted as a classified or unclassified student before you will be permitted to register.

Register only during the late registration period for each term. Disregard the scheduled registration time given by Banner. If you register before the late registration period, you must pay all tuition and fees and cannot use this waiver. Maximum of six (6) credit hours per academic term. Tuition and fees in excess of 6 credit hours must be paid for.

This waiver may not be used to waive course fees, nursing and dental hygiene clinical fees, lab fees, professional fees, nor special funded courses which have insufficient revenue to cover costs.

A nonrefundable administrative fee will be assessed for each summer term and each extension course per term that you have registered for. To view UH-Manoa summer instructions, view the Tuition Waiver Summary Table at www.outreach.hawaii.edu.

For employees: Submit this form to any campus business office to process payment.

For employee spouse/domestic partners: Submit this form with a copy of the Declaration of Marital Status or Domestic Partnership to any campus business office to process payment.