

UNIVERSITY OF DELAWARE
REQUEST FOR COURSE FEE WAIVER

All eligible full-time employees may register for two courses each semester, not to exceed six in any calendar year. Eligible part-time employees may not exceed three fee waivers in a calendar year. For the complete course fee waiver policy statement, consult the *Faculty Handbook* or the *Policies and Procedures for Professional and Salaried Staff* manual.

EMPLOYEE MUST TAKE THE FOLLOWING STEPS:

- (1) Complete all blocks in the first section of this form, sign and date, then submit to supervisor for approval (if release time is required).
- (2) For Winter or Summer Session Supervised Study Course, secure and attach written notice from the instructor that salary payment is waived.
- (3) Forward your request to HR-Benefits as soon as you register for class(es), but no later than: July 15 for Fall, November 15 for Winter, December 15 for Spring, and May 15 for Summer. Late fees may be imposed for forms submitted after their billing deadline.
(See www.udel.edu/bill_coll for details.)
- (4) Student **must** complete the **UD Non-Payment Certification Form** on or before the payment deadline. (See www.udel.edu/nopayment.)

PLEASE TYPE OR PRINT CLEARLY:

EMPLOYEE COMPLETES THIS SECTION	EMPLOYEE NAME		EMPLOYEE ID NUMBER		CAMPUS PHONE NUMBER		
	DEPARTMENT		EMPLOYEE STATUS: ___ FULL TIME ___ PART TIME		EMPLOYEE CLASSIFICATION: ___ FACULTY ___ PROFESSIONAL ___ SALARIED STAFF ___ HOURLY STAFF		
	NAME OF STUDENT (IF NOT EMPLOYEE)			SID#:		DEPENDENT'S DOB: ___/___/___	RELATIONSHIP: SPOUSE ___ CHILD ___
	YEAR & SEMESTER		STUDENT CLASSIFICATION: UNDERGRAD ___ GRAD ___ CONT. ED ___ AA ___			RESIDENCY – PLEASE CHECK ONE: DELAWARE RESIDENT ___ NON-RESIDENT ___	
	COURSE 1 TITLE						
	CREDIT COURSE SEQUENCE NUMBER		CR. HRS.	NON-CREDIT COURSE SEQUENCE NUMBER		FIXED FEE (For non-credit course only) \$	
	COURSE 2 TITLE						
	CREDIT COURSE SEQUENCE NUMBER		CR. HRS.	NON-CREDIT COURSE SEQUENCE NUMBER		FIXED FEE (For non-credit course only) \$	

IMPORTANT NOTES:

- (a) Limitation of Fee Waiver(s): 1) One fee waiver may be used for: one course with a unique number up to four credits; one course and its related laboratory (whether or not it carries a separate course number) not exceeding four credit hours; or one non-credit course not exceeding an amount equal to the cost of four undergraduate hours for Delaware students. 2) Two fee waivers may be used for: two courses (each with a unique number up to four credit hours); one course with a unique number up to eight credits; one course and its related laboratory not to exceed eight credit hours; or one non-credit course not exceeding an amount equal to the cost of eight undergraduate hours for Delaware students.
Acceptance in a particular course without payment of course fees: (a) must not displace an advance-registered, paying student, and (b) must not cause the need for a second course section or precipitate other action that would add appreciable costs to the University. For this purpose, Continuing Education courses are associated with the semester or session during which most of the class sessions are held. Eligible employees must be on the active payroll as of the end of the late registration period for the semester/session in which this benefit is requested.
- (b) Most non-credit courses and activities are covered under the fee waiver privilege. A few are not covered because of high incremental costs and therefore, require payment of the full registration fee. A few others require payment of incremental costs only. Please contact the sponsoring office if you have a question concerning fee waiver eligibility for the program in which you are interested.
- (c) All eligible employees may transfer this benefit to a spouse or dependent child. The spouse must be legally married to the employee at the end of the late registration period. The dependent child is defined as a natural child or a legally adopted child (of the employee or spouse) who has been claimed by the employee as an exemption for federal income tax purposes on the employee's most recent federal tax return.
- (d) **Completion of this form does not replace the requirement for the student to register for the course and to submit the UD Non-Payment Certification Form by the appropriate dates.** Failure to submit the **UD Non-Payment Certification Form** by the appropriate date may result in late fees and cancellation of registration.

<i>I certify that the information given herein, and which the University is authorized to verify, is true and complete and complies with University policy above. I agree to notify HR-Benefits of any changes in the circumstances described in this request.</i>	
EMPLOYEE SIGNATURE	(DATE)
APPROVALS	EMPLOYEE'S SUPERVISOR (IF RELEASE TIME IS REQUIRED)
	HR-BENEFITS

FOR OFFICE USE ONLY

SID#	LAST NAME
Waiver Code	AUTH. SIGNATURE (DATE)