



EMPLOYEE/DEPENDENT TUITION WAIVER REQUEST

(Please Print)

Student _____ Social Security # _____

Relationship to Employee Self Spouse Dependant

Class Applying For _____ Start Date _____ Total Class Hours _____

Employee _____ Social Security # _____

Title _____ Department _____

Employee and student certify that the above information is correct. Employee assumes financial liability for any false statements.

Employee Signature _____ Date _____

Student Signature _____ Date _____

Human Resources Signature _____ Date _____

Eligible employees and their dependents will have their full cost of MTECH tuition waived, but are required to pay student fees, including but not limited to the purchase of books, tests, and other required materials.

Instructions: (Waiver covers only Utah residency costs.)

1. To qualify for the tuition waiver benefit, the employee must have worked at MTECH for at least three (3) months at an average of 15 hours per week. To remain eligible, employees must continuously work an average of 15 hours per week based on a 3 month look-back period
2. Complete all blanks on the form.
3. Form must be signed by both employee and student.
4. The employee/student must turn in completed form to the Human Resources office after he/she has registered.
5. Registration for classes/courses is on a space available basis.
6. The employee/student must comply with all conditions of the MTECH Educational Benefits Policy, 300:350.