



# Tuition Waiver Request Form

*Please complete and return to Human Resources after registering*

*Please Type or Print*

Student Name:	Employee Name:
Relationship to employee:	Department:
Class Registered:	Job Title:
Start Date:	
Total Class Hours:	

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_

The employee/student must comply with all conditions of the MTECH Policy 300.350, "Educational Benefits Policy". You may view the complete policy by clicking [here](#) or on our website, mtec.edu.

### Qualifications and Limitations

- MTECH tuition waivers are available to all MTECH employees and their dependents, after three months of employment.
- Dependents for this policy are defined as Spouse or Domestic Partner and children up to the age of 26. **Eligible employees and their dependents will have the 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. For dependents, submit driver's license or birth certificate to verify age.**
- A class must have a sufficient number of tuition-paying students to carry before a waiver student can take the class. Tuition waivers will be given on a first-come first-serve basis.
- Admission and Registration - All individuals who want to participate in the tuition waiver program must apply and be accepted for admission following regular admission guidelines and registration procedures through Student Services.
- Courses taken by employees during regular working hours may not interfere with the operation of the employee's department. Employees must have their supervisor's permission. Regular hours of work missed by non-exempt employees for class attendance must be made up during the same week in which they are missed.
- Tuition waivers may not be redeemed for cash.

### Termination While Attending Program

- Employees who terminate employment with MTECH for reasons other than retirement or death, are disqualified from future tuition waivers, as well as their eligible dependents. Additionally, they will be responsible for the tuition of any course they or their dependents are currently enrolled in.,
- Employees on unpaid leave for more than six (6) months do not qualify for the tuition waivers.