

UNIVERSITY OF THE OZARKS
Employee-Retiree Tuition Waiver Request
(See Employee Handbook, Section 800: Educational Assistance
Policy 801: Tuition Waivers, pages 97-100)

Name: _____ St. ID: _____

Position: _____ Division/Dept.: _____

Course Description: _____ Hours: _____

Total # of hours: _____ Term: _____

A regular full-time employee (considered as any salaried or hourly employee occupying a permanent position with the University for a period of nine months or more during the fiscal year and working 37.5 hours or more per week during that year) shall be permitted to enroll with the tuition waived in one undergraduate course during either or both fall and spring semesters if the following conditions are satisfied:

- a. The employee has completed one full year of continuous employment.
- b. A written request has been submitted to the employee's supervisor with a written plan to make up time lost from the workstation.
- c. The request has been approved by the senior administrator of the employee's work area and by the Director of Human Resources prior to date of enrollment.
- d. The employee will be away from the workstation for only the duration of the class (up to 7 clock hours per week).
- e. Participation in an internship or off-campus study requiring more than 7 clock hours per week away from the workstation during regular work hours would require the use of accrued vacation time or a leave of absence.

Employees will receive free tuition only during periods of full-time employment. Employees attending must meet the University admission standards and, after matriculating, must maintain good academic standing as defined in the university catalog.

A retired Ozarks employee, age 55 or older, who was at the time of employment considered a regular full-time employee (considered as any salaried or hourly employee occupying a permanent position with the university for a period of nine months or more during the fiscal year and working 37.5 hours or more per week during that year) will be permitted to enroll with the tuition waived in one undergraduate course during both fall and spring semesters. There is no limit to the number of semesters a retired employee may use this benefit.

Signature of Employee/Retiree Date

Approved: _____
Division Chair/Supervisor Date

Approved: _____
Senior Administrator Date

Approved: _____
Director of Human Resources Date

Cumulative GPA: _____ Total Hours Earned: _____