

Tuition Waiver Policy: Full -time Staff, Regular, and Affiliate Faculty may take only one class during normal work hours (8:00 a.m. – 5 p.m.) with their supervisor's approval. Part -time employees (employees working 30 -39 hours a week) must attend classes outside the normal work hours of their position.

SECTION A: TO BE COMPLETED BY THE EMPLOYEE

Employee Name: _____

UD ID #: _____

Department: _____

SECTION C: TO BE COMPLETED BY THE SUPERVISOR

As the Supervisor of the employee noted above, I approve the employee to attend classes for the 202 v/202 w academic year. I also confirm that I have discussed with the employee the implications of taking a class during regularly scheduled work hours (if applicable). For employees enrolled for professional development purposes, I certify the course(s) meet the criteria of professional development.

Supervisor Signature

Date

Supervisor Printed Name