

**COLORADO SCHOOL OF MINES  
EMPLOYEE TUITION WAIVER  
*Courses for Credit***

EMPLOYEE NAME: \_\_\_\_\_ SOC. SEC. NO or CWID: \_\_\_\_\_  
(printed or typed)

Classified Employee (y/n) \_\_\_\_\_ Exempt Employee (y/n) \_\_\_\_\_

DEPT./DIV.: \_\_\_\_\_ EMPLOYEE SUPERVISOR'S NAME: \_\_\_\_\_  
(printed or typed)

COURSE BULLETIN NUMBER FOR WHICH WAIVER IS REQUESTED: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ CREDIT HOURS: \_\_\_\_\_

**Benefits-eligible**\* CSM faculty and staff members, with his/her supervisor's and department head/division director's approval (if different than the supervisor), may apply to Academic Affairs for enrollment in up to three credit hours per semester, **not to exceed six credit hours in any fiscal year**, without payment of tuition. In considering such requests, the Associate Provost may examine the budgetary constraints, total available classroom space, and the potential benefit to CSM through improved professional development, employee morale, and employee motivation. Detailed information on this benefit can be found in section 5.3 of the Faculty Handbook, at:

[https://inside.mines.edu/UserFiles/File/academicAffairs/Faculty%20Handbook/HB\\_5RightsPrivilegesBenefits.pdf](https://inside.mines.edu/UserFiles/File/academicAffairs/Faculty%20Handbook/HB_5RightsPrivilegesBenefits.pdf).

**The signature of the supervisor and/or DHDD below indicates permission for the staff member's work schedule to be adjusted to allow for enrollment in the course and verifies that the employee is a benefits-eligible\* classified staff or faculty member at CSM.**

SUPERVISOR'S SIGNATURE: \_\_\_\_\_  
(required prior to Associate Provost signature) Date

DEPT. HEAD/DIV. DIRECTOR'S (DHDD) SIGNATURE: \_\_\_\_\_  
(if DHDD is different than the supervisor – required prior to Associate Provost signature) Date

EMPLOYEE'S SIGNATURE: \_\_\_\_\_  
(required prior to Associate Provost signature)

ASSOCIATE PROVOST: \_\_\_\_\_  
Date

\*\*\*\*\*

The employee must qualify for admission as a student at the Colorado School of Mines. Employees wishing to be part of an undergraduate or graduate degree program must be accepted as a student through application to the Admissions Office or Graduate School.

The employee should present the *completed* Tuition Waiver Request at the time of admission for notation of the application. Registration for employees pursuing a degree will take place during the normal registration process for the appropriate semester. Registration for non-degree students will also be handled by the Registrar's Office.

**Please note that CSM requires that a technology fee be assessed to each student when they present this fully signed form, and any other required registration materials, to the Registrar's Office.**

\* **Benefits-eligible** = employee's percentage of effort is 50% or greater.

***DEADLINE: THIS FORM MUST BE SUBMITTED BY THE CENSUS DATE***