

**COLORADO SCHOOL OF MINES**  
**EMPLOYEE/SPOUSE TUITION WAIVER**  
***Courses for No-Credit***

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

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

IF SPOUSE-NAME: \_\_\_\_\_ SOC. SEC. NO: \_\_\_\_\_  
(printed or typed)

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 and their spouses may take CSM courses on a space-available, no-credit, tuition-free basis, **not to exceed six credit hours per fiscal year**, with the approval of the supervisor, department head/division director (if different from the supervisor), course instructor, and Associate Provost. 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/SPOUSE'S SUPERVISOR'S SIGNATURE: \_\_\_\_\_  
(required prior to Associate Provost signature) Date

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

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

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

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

\*\*\*\*\*  
Employees/spouses should complete a non-degree student registration form in the Registrar's Office. A *completed* Tuition Waiver Request must be presented at the time of admission for notation on the registration form. Registrations for non-degree students will 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***