Utah State University
Application for Tuition Reduction

Tuition must be paid in full (including any credits that may be applied) on or before the last day of the third week in the applicable semester. Completed applications for reduced tuition must be received no later than two days before the Add/Drop date of the semester in order to allow timely processing. Incomplete applications will delay processing and may result in classes being dropped.

APPLICANT

Applicant is: □ Employee □ Eligible Spouse □ Retiree □ Eligible Child (see page 2 for definition and rules)

This Application is for: (You must submit a separate application each semester)
□ Undergraduate Courses  Semester: □ Spring Year: 20__ □ Summer □ Fall
□ Graduate Courses

If you are applying for reduced tuition for graduate courses:
1. Are you employed by the University as a teaching or research assistant? □ Yes □ No
2. Do any classes involve sports, games, or hobbies? □ Yes □ No
3. If the class involves sports, games, or hobbies, is the class related to your current job or required for your degree? □ Yes □ No

Applicant Name: _______________________________     A# __________________ Email Address: __________________________
Daytime Phone# _________________________     Street Address: ____________________________ City: ________            _
State: ____  Zip: _________ Department (if applicable): __________

I hereby apply for reduction of tuition. I certify that I am eligible for this benefit as set forth in University policy 350 and as indicated on this application. In the event I am found to be ineligible for this benefit, I agree to pay the University the full amount of the tuition and fees applicable to classes taken under provisions of University policy 350. I understand that some graduate-level classes may be taxable and that such taxes will be charged to the eligible employee applying for this benefit.

_________________________________________________________  _________________________
(Signature of Applicant) (Date)

ELIGIBLE EMPLOYEE
(If student is an eligible employee, complete both sections)

Tuition reduction benefits for graduate courses are taxable as wages to the eligible employee unless the child is a teaching or research assistant at the University.

Name: ______________________________  A# ____________________ Email Address: _________________
Department __________   Daytime Phone# ____________________ Street Address: _________________________
City:     State:      Zip:________________

What campus do you work on? □ Logan □ RCDE □ USU Eastern Price □ USU Eastern San Juan

I hereby certify the above information is true and the applicant is my spouse/unmarried child under age 26, and is entitled to the tuition benefits of the University. If eligibility cannot be determined through normal University procedures, I also understand I may be requested to provide proof of eligibility. In the event the applicant is found to be ineligible for this benefit, I agree to pay the University the full amount of tuition and fees applicable to his/her registration for the semester indicated above. I understand that if I knowingly file a request for an individual who does not qualify as an eligible or otherwise containing any misrepresentation or any false, incomplete, or misleading information I may be subject to adverse employment action up to and including termination.

________________________________________________  __________________
(Signature of Employee) (Date)

Per University policy 350, courses taken by employees may not interfere with the operation of the employee’s department, and the employee must have the permission of his or her supervisor or department head. 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.

________________________________________________  __________________
(Signature of Supervisor/Department Head) (Date)