



NITSÁHÁKEES

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NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

Staff Tuition Waiver Authorization Form

Regular fulltime employee is eligible for tuition waived up to (4) four credit hours per semester.

- Instructions:**
1. Employee completes authorization form and seeks immediate supervisor's approval.
 2. Employee registers for the class. The tuition waiver does not register the family member for the class.
 3. **Employee must attach a copy of class schedule.**
 4. Authorization form is approved by the Human Resources Department.
 5. The employee submits a copy of the approved waiver to the Business Office within (3) days after registering for the class(es)

Tuition waiver covers Tuition costs only. Tuition Waiver does not cover the college admission fee, course fees, lab fees, other fees for, such as student activity, library, technology and athletic and book or supplies

***** DEADLINE TO SUBMIT Tuition Waiver - "Last-Day-to-Add/Drop" – Academic Calendar *****

Employee Information

Last Name	First Name and Middle Int.	Social Security No.	Census No. (if applicable)
Position Title	Department		Date

Contact Information Phone: _____ Email: _____

UP TO (4) FOUR CREDIT HOURS

STUDENT I.D. # _____ SEMESTER/YEAR: _____

1)	Course No.	/	Course name	/	No. of credits
2)	Course No.	/	Course name	/	No. of credits

APPROVAL OF WAIVER AUTHORIZATION

SUPERVISOR:	DATE:
HUMAN RESOURCES DIRECTOR:	DATE:
FINANCE DIRECTOR:	DATE:
DEPARTMENT:	ACCOUNT NO:

Revised 6/12/2019