

The University of Vermont | Tuition Remission Supplemental Application for Part-Time Faculty Represented by United Academics

Submit form to Human Resource Services at Waterman 228 or via uvm.edu/filetransfer to HRSinfo@uvm.edu

Instructions: This form is to be used for the purpose of requesting tuition remission for part-time faculty, represented by United Academics. For more information about employee tuition remission at UVM please see the applicable [bargaining agreement](#).

To be eligible for tuition remission, certain criteria must be met. Please check the appropriate statement.
 Have you:
 _____ Been compensated for teaching 24 or more credits as an instructional faculty member at the University of Vermont?
 _____ Had two consecutive annual contracts at 0.50 FTE or greater (Clinical, Research or Library) at the University of Vermont?

Section 1 – Employee

Employee Name (Last, First)		PeopleSoft Employee ID	
Email address:		College/School:	
Date of Hire:		Department:	

Section 2 – Request

Academic Year	20	Semester	<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Full Academic Year
Course Name		Number of Credit/Audit HRS	
		UVM Attendee Only Banner ID (95XXXXXX)	

Please note that once eligible, the faculty member may receive (3) credits of tuition remission for courses at The University for each three (3) credit course they teach in an academic year at The University, up to nine (9) academic credit hours per academic year. Tuition remission waivers must be used no later than twenty-four (24) months after being earned. Tuition remission applies to University of Vermont credit courses only.

It is the part-time faculty member's responsibility to return this completed form with the following information:

1. a copy of your current or prior year's appointment letter(s) that qualify you for tuition remission, and
2. a copy of your University of Vermont Tuition Remission Request form (available at : http://www.uvm.edu/hrs/forms/tuition_remission_request.pdf)

Section 5: Acknowledge of Request: *I hereby apply for Part-Time Faculty Tuition Remission as outlined above.*

Comments:

Employee Signature		Date	
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