

The University of Vermont | Tuition Remission – Exceptions & Spouse Audit Request Form

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 retirees, military studies personnel, dependents with exceptions or for spouse audit requests. Employee tuition remission requests are process automatically when an employee register’s for a class through banner. Dependent Tuition Remission requests that are not exceptions should be completed in PeopleSoft Self-Service. Please see the [Tuition Remission Mini-Manual](#) for additional instructions. For more information about employee tuition remission at UVM please see [the staff handbook or applicable bargaining agreement](#).

Employee, Retiree, Military Studies Department Exception Requests: Complete Sections 1, 2, 4 and 5 of the form.

Spouse Audit Requests: Complete Sections 1, 2, 3 and 5 of the form. A [Grading Mode Selection Form](#) must be signed by the course instructor and submitted to the Registrar’s Office to change the course from credit bearing to audit status BEFORE the end of the add/drop period.*

Dependent Exception Requests: Complete Sections 1, 2, 4 and 5 of the form. Separate forms must be submitted for each dependent an employee is seeking an exception for. Requests will be reviewed by Human Resources, the Provost’s office and/or the Office of General Council before a decision to approve or deny the exception is made.*

Section 1 – Employee, Retiree, Affiliate Information			
Employee Name (First, Last)		PeopleSoft Employee ID	
Select the Benefit Status that most closely applies:	<input type="checkbox"/> Active Benefit Eligible Employee <input type="checkbox"/> Benefit Eligible Retiree <input type="checkbox"/> Military Studies Department - Affiliated Personnel <input type="checkbox"/> Other _____		
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
Out of State Tuition Waiver	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Credit/Audit HRS	
Expected Graduation Date		UVM Attendee Only Banner ID (95XXXXXX)	
Section 3 – Spouse Audit Request Information			
Spouse Name (First, Last)		Spouse SSN	
Section 4: Dependent Child Exceptions			
Dependent Name (First, Last)		Dependent SSN	
Date of Birth		College Attending: <input type="checkbox"/> University of Vermont <input type="checkbox"/> Johnson State College <input type="checkbox"/> Lyndon State College <input type="checkbox"/> Vermont Technical College <input type="checkbox"/> Castleton State College <input type="checkbox"/> Community College of Vermont	
Reason for Exception	<input type="checkbox"/> Legal Agreement <input type="checkbox"/> Hire Agreement – Documented in Offer <input type="checkbox"/> Dependent of Retiree <input type="checkbox"/> Dependent of Deceased Employee <input type="checkbox"/> Other (please specify in comments)		
Section 5: Acknowledge of Request (Check only one)			
1. <input type="checkbox"/> I hereby apply for Employee/Retiree Tuition Remission as outlined above. 2. <input type="checkbox"/> I hereby apply for Spouse Audit Tuition Remission as outlined above. 3. <input type="checkbox"/> I hereby apply for the Dependent Tuition Remission Exception as outlined above. I certify that the above name child is my eligible dependent is: a. <input type="checkbox"/> married or; <input type="checkbox"/> unmarried b. <input type="checkbox"/> Listed on my tax return for the year enrolled or; <input type="checkbox"/> I have legal responsibility for his/her education or; <input type="checkbox"/> Other (please specify in comments)			
Comments:			
Employee Signature		Date	

*Submitting this form does not guarantee that a tuition remission exception or spouse audit request will be approved. Requests must be in accordance with Tuition Remission Plan provisions outlined in the bargaining agreements or handbook that is applicable to the employee. **Last Updated Oct 2022**