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| DivLogoSep2011 | | | | | | | | | | | Employee Request for Registration Fee Discount Form | | | | | | | | | | | | | | | | | | | | | | PMGS 17-A  07-20-2017 | |
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| Name |  | | | | | | | | | | | | | | | | | | | | |  | | | Employee ID | | | | |  | | | | |
|  | Last Name, First Name | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | |  | | | | |
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| Title | |  | | | | | | | | | | | | | | | | | | | |  | | | County/Dept | | | | |  | | | | |
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| Full-Time Active Employee  Yes  No | | | | | | | | | | | | | | | | | | | | | |  | | | Date of Hire | | | | |  | | | | |
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| Designated Employee’s Campus on File[[1]](#footnote-1) | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
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| Enrollment at | | CCCUA  eVersity  PCCUA  UACCB  UACCH  UACCM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Course Location | |  | | | | | | | | | | | | | | | | Degree Sought  Bachelors  Masters  Doctorate | | | | | | | | | | | | | | | | |
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| Student ID | |  | | | | | | | | | | | | | | | | Degree Program | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student Status | |  | | | | FR | |  | | SO | | |  | | | JR |  | | | SR | | |  | | | GR | | |  | | Non-Degree Seeking | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Academic Year | |  | | | | | |  |  | | | Fall | | | |  | Spring | | | | | |  | | | Summer I | | | | |  | Summer II | |
|  | |  | | | | | |  |  | | |  | | | |  |  | | | | | |  | | |  | | | | |  |  | |
|  | |  | | | | | |  |  | | | Short-Term Interim Course | | | | | | | | | | |  | | | Summer III | | | | |  | Summer IV | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course Name | | |  | Course Number | | | | | | | | |  | Credit Hours[[2]](#footnote-2) | | | | |  | | Days/Times of Class Meeting(s) | | | | | | | | | | | | | |
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| I pledge that I shall not permit participation in this course to interfere with the performance of my regular duties. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Signature | | | | |  | | | | | | | | | | | | | | | | | | | Date | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I certify that the employee is full-time (100% appointed). I agree that the coursework mentioned above is mutually beneficial for the organization and the employee. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisor Signature | | | | | | |  | | | | | | | | | | | | | | | | | Date | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | |
| Dist. Director/Dept. Head | | | | | | |  | | | | | | | | | | | | | | | | | Date | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assistant/Assoc. Director | | | | | | |  | | | | | | | | | | | | | | | | | Date | | | |  | | | | | | |
| *Note: Written justification for individual courses not included in graduate programs is required and must be submitted by the unit to HR and the AVP for approval.*  **Certification of Employment by Home Campus or Unit of University of Arkansas:**  I certify that the employee meets the eligibility requirements for tuition waiver per the University of Arkansas Division Policy PMGS 17-1.  Human Resources Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HR Comments/Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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1. The Designated Employee’s Campus selected for tuition discount purposes is a permanent choice. [↑](#footnote-ref-1)
2. Total enrollment at reduced rates shall not exceed eleven (11) credit hours per Fall/Spring term, three (3) credit hours per summer term and shall not exceed a total of 132 undergraduate semester credit hours. [↑](#footnote-ref-2)