

Rice University
Application for Tuition Waiver/Audit

Employees should initiate this application requesting permission to take a free course at Rice University. Approval must be obtained from the appropriate supervisor prior to each enrollment period. Once **ALL** the appropriate signatures have been obtained send the original form to Human Resources at MS-92. The Registrar's Office will need a copy of the approved form.

Employee Name: _____ Faculty Staff Retiree

Employee ID: _____ Date of Hire: _____

Dept./School/Division: _____ Position: _____

Mail stop: _____ Extension: _____

Approval requested to register for a free course during the semester listed below:

20____ Fall Semester Spring Semester

Course Number and Title: _____

Credit	Audit	_____	_____
		Employee Signature	Date

The individual named above is an employee of this department, and has approval to register for a course under Rice University Human Resources Policy No. 409-96 Tuition Waiver. Appropriate arrangements have been made to cover any period of time away from work during normal business hours.

_____	_____
Supervisor Signature	Date

Employee has my permission to take this course.

_____	_____
Faculty or Department Chair's Signature	Date

The employee identified above is eligible for the tuition waiver benefit.

_____	_____
Human Resources	Date

Human Resources (original)

Registrar's Office (copy)

Employee (copy)
Rev. 06172015