

Oakland University

CAREER DEVELOPMENT APPLICATION

REQUEST FOR TUITION WAIVER

Be sure to give all information requested.

Forms will only be accepted as early as one semester before and no later than the drop/add date for the semester. No forms will be accepted after the drop/add date for the semester.

Submit forms to the Employment Services Office. Please keep a copy of this form for your records.

*A new Application must be completed for each semester requested.

FOR UHR USE ONLY

Amt paid _____

Amt Rsvd _____

BANNER ENTRY _____

Contract No. _____

Reset Form

PART I - PERSONAL INFORMATION

Employee Name _____ Employee Group _____ Grizzly ID _____

Position Title _____ Department _____

Telephone _____ Supervisor _____ Date of Hire _____

PART II - COURSE DATA

Degree _____ Area of Specialization _____ Anticipated Completion Date _____

Certificate-Granting Program _____ Completion Date _____

Employee will attend (please check one):

☐ Fall Year _____

☐ Winter

☐ Summer 1

☐ Summer 2

Level

☐ Undergraduate FR/SO

☐ Undergraduate JR/SR

☐ Graduate (taxable benefit)

☐ Other _____

COURSE TITLE & NAME	COURSE NO.	CREDITS	CLASS MEETING DAY/TIME

The course(s) listed above are:

Held during my regular work schedule. ☐ Yes ☐ No

If yes, please specify the hours in class _____

I understand the obligations set forth by Oakland University and my collective bargaining agreement or policy manual. I authorize the Employment Services Office to verify evidence of payment and my grades for classes taken at Oakland University for the semester(s) for which the tuition benefit was paid. I acknowledge that the value of tuition benefits exceeding \$5,250 for courses taken at the graduate level are considered taxable income and will be included as compensation on my W-2 form filed with the IRS and subject to income tax withholding.

Employee _____ Date _____ Supervisor _____ Date _____

CLASSES HELD DURING EMPLOYEE'S REGULAR WORK

*****SCHEDULE REQUIRES APPROVAL BY SUPERVISOR AND DIVISION HEAD*****

Division Head _____ Date _____

Employment Services _____ Date _____