



**NEW MEXICO TECH**  
 SCIENCE • ENGINEERING • RESEARCH UNIVERSITY  
 New Mexico Institute of Mining & Technology

**Waiver of Tuition Form**

In order to validate, all other required fees must be paid on or before registration day. This is not a registration form. Obtain official registration form from the Registrar's Office in Fidel Center.

**FALL** (year)                      **SPRING** (year)                      **SUMMER** (year)

↑Employee Last Name	↑Employee First Name	↑Employee Banner ID #
		620101 Staff Waiver
↑Department (Needed for processing)	↑Index Number (Needed for processing)	↑Account
↑Student Last Name	↑Student First Name	↑Student Banner ID #
	Non-degree Seeking Student	Part-time
↑Student Relationship to Employee	↑Student Status	↑Full or part-time

**EMPLOYEE, SPOUSE OR DEPENDENT**

Up to a maximum of three credit hours per employee will be waived unless both parents are employed, then maximum increases to six credit hours. If the applicant plans to use the requested course to pursue a degree at NMT, they need to apply for admission (either undergraduate or graduate).

As a full-time regular employee of NMT, I hereby request permission for me, spouse or dependent child to enroll in the course(s) listed below, with waiver of resident tuition not to exceed an aggregate total of three (3) credit hours.

**Non-credit** community college courses will have one-half of the tuition cost waived.

Course Number \_\_\_\_\_  
 Course Name \_\_\_\_\_  
 Number of Credits  Includes non-credit course(s)

Non-degree     Undergraduate     Graduate  
 Seeking Student

Time off to attend a work-related class during work hours approved:

Supervisor's Signature: \_\_\_\_\_

**DEPENDENT TUITION WAIVER  
 FULL-TIME or PART-TIME**

A dependent is defined as a son or daughter claimed as a dependent of Federal Internal Revenue Service Forms.

**I certify that my dependent meets the above definition.**

\_\_\_\_\_  
 Employee signature

If both parents are NMT employees, student is eligible for only one waiver.

**Do not use for special students. MUST be classified as a degree seeking student.**

As a **regular full-time** employee of NMT with a minimum of one year of continuous service since my most recent date of hire, I request waiver of full-time or part-time resident tuition for my dependent.

My dependent is a regular  Undergraduate  Graduate student in good standing.

\_\_\_\_\_  
 Employee signature

\_\_\_\_\_  
 Registrar signature

**Please read Tuition Waiver Policy on next page and sign – Required →**

I understand that only tuition will be waived and that I am responsible to NMT for all other fees and financial obligations incurred in taking the above described course(s).

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Department is responsible for maintaining their own Copy

**Human Resources** \_\_\_\_\_ **Date** \_\_\_\_\_

**Business Office use only:**

Exemption Code: \_\_\_\_\_ Detail Code # \_\_\_\_\_ Amount Waived \_\_\_\_\_  
 Entered by: \_\_\_\_\_ Date Entered \_\_\_\_\_

**TUITION BENEFITS POLICY**

New Mexico Tech offers regular full-time employees three tuition waiver programs.

For employees with one year of service, full resident tuition assistance is offered for dependent children who are enrolled as regular full or part-time students. The student must be in good standing to continue the waiver. For purposes of this policy a dependent is defined as one claimed as a dependent on the most recent U.S. Internal Revenue Service tax forms.

The second program offers full resident tuition waiver for up to three credit hours per family each semester to regular full-time employees and their immediate family (spouse and dependent children). Employees may, with the approval of their supervisor, be given administrative time from work to attend a class not to exceed three hours per week.

Lastly, employees taking non-credit community college courses will have one-half of the tuition of those courses waived.

By signing this Tuition Waiver, I have read and understand this policy. If found not to be in compliance, am responsible for repayment of tuition and fees.

IRS Tax verification of dependent children may be requested by Human Resources at any time.

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Signature

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Date