PIKES PEAK STATE COLLEGE – UCCS JOINT

FACULTY/STAFF TUITION WAIVER FORM

 Follow these procedures carefully to avoid being charged full tuition and fees.

1. Become admitted to PPSC or UCCS (see specifics below).
2. Complete this form which includes certification from the employee’s Human Resources/Personnel Office (see below). Submit the completed certification/registration form prior to the class start date to the campus office designated below.
3. PPSC, will register students the week before classes start on a space-available basis. UCCS will register students in courses during the first week of the term.

**Tuition waivers will not be processed after the end of the published, extended registration period.**

Tuition can be waived for up to six undergraduate credit hours per academic year for permanent employees and up to three credits for those employed between 50% and 99% of a full appointment. The academic year begins with the summer term.

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| **UCCS Employees Enrolling at PPSC:*** Apply for admission: **pikespeak.edu/apply**
* Look up upcoming course offerings and verify you meet the pre-requisites for the course(s) you are interested in at **pikespeak.edu/catalog** > *View Online Schedule*.
* Fill out the bottom two lines of this form below to request enrollment in up-to two classes. **Do not** register for courses yourself.
* Scan and email this completed form to PPSC Human Resource Services hrs@pikespeak.edu. For question, call 719-502-2600. The form must be submitted prior to the beginning of the semester.
* PPSC will register you for the classes you request one week prior to the start of term on a space available basis and if you meet the pre-requisite for the course.
* Employees taking courses during working hours should coordinate and obtain supervisor approval prior to enrollment.

 * Only the cost of tuition is waived. Student/employee is responsible for paying all fees, textbooks, and materials associated with the course.
 | **PPSC Employees at UCCS** **Information*** Apply for admission to UCCS. Complete and submit an online application form at [www.uccs.edu](http://www.uccs.edu) by clicking “**Apply Now**” button. Some degree programs, (e.g., business) require formal degree admission prior to taking courses.
* Course offerings and policies are available under the **Course Schedule** link under the campus home page [www.uccs.edu](http://www.uccs.edu).
* To use a waiver, bring or fax the completed and approved waiver form to the Records and Registration Office (MH 108) by the start of the semester. This needs to be done each term of enrollment. You will be enrolled in the requested courses on a space available basis **during the first week** of courses.
* **CAUTION**: do not register for classes online before this time or else the waiver cannot be applied against tuition.
* UCCS Records and Registration is located in Main Hall 108, PO Box 7150, Colorado Springs, CO 80933-7150, 719-255-3361. Fax: 719-255-3116.
* Employees taking courses during working hours should coordinate and obtain supervisor approval prior to enrollment.
* Only the cost of tuition is waived. Student/employee is responsible for paying all fees , textbooks and materials associated with the course.
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**Permanent Employment Certification** – must be certified no earlier than one week before classes begin.

This certifies that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Employee ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is a **permanent** employee at □ PPSC □ UCCS as of the first day of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ semester of 20\_\_\_\_\_\_\_.

Faculty rank/Staff title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

% Fulltime: \_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext: \_\_\_\_\_\_\_\_\_\_

Personnel/Human Resources Dept. Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list the course(s) you wish to apply a waiver for below:

Dept \_\_\_\_\_\_\_\_\_\_ Course # \_\_\_\_\_\_\_\_\_\_ Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept \_\_\_\_\_\_\_\_\_\_ Course # \_\_\_\_\_\_\_\_\_\_ Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_